



One Physics Ellipse
College Park, MD 20740-3843

Tel. 301-209-3100
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1996 AFFIRMATIVE ACTION PROGRAM

FOR

AMERICAN INSTITUTE OF PHYSICS

Program completed by:

A handwritten signature in cursive script, reading "Theresa C. Braun", written over a horizontal line.

Theresa Braun
Director of Human Resources and
EEO Coordinator

Address:

One Physics Ellipse
College Park, MD 20740-3843

Program approved by:

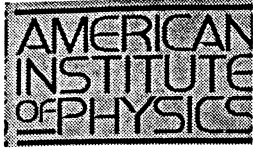
A handwritten signature in cursive script, reading "Marc H. Brodsky", written over a horizontal line.

Marc H. Brodsky
Executive Director/CEO

This Affirmative Action Program is effective from January 1, 1996 to December 31, 1996.

Member Societies:

The American Physical Society
Optical Society of America
Acoustical Society of America
The Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
American Vacuum Society
American Geophysical Union



INTER - OFFICE MEMORANDUM

July 11, 1996

TO: Theresa C. Braun
FROM: Melinda Underwood *MU*
SUBJECT: Affirmative Action--1995

Below are the area in which AIP had underutilization in 1995:

Senior Managers	Female and Minority Underutilization
Senior Professionals	Female Underutilization
Other Professionals	Minority Underutilization

Let me know if you want to develop a narrative discussion of goals for the Affirmative Action Plan for 1996-1997.

The American Institute of Physics--Discussion of Goals (1995)

After analyzing our Affirmative Action plan and looking at the utilization analysis, it has come to the attention of the American Institute of Physics (AIP) that underutilization of minorities and females exist in the following job group:

Senior Managers (101) Female and Minority

Sr. Professionals (201) Female

Other Professionals (202) Minority

The American Institute of Physics has been and will continue to be an equal opportunity employer. Our goals for increasing utilization of the above groups will include:

- ▶ Broadening the scope of our recruiting efforts. This will include expanding our recruiting outlets and resources such as utilizing the Internet, Department of Labor, and community resources for job postings.
- ▶ Exploring diversity training and continue to monitor hiring process. AIP is looking into offering diversity training for hiring managers and supervisors.
- ▶ Examining and identifying internal candidates for open positions and career development. This will include continuing cross job training, development of skills, and promotion of existing tuition reimbursement program.

TEXT

AMERICAN INSTITUTE OF PHYSICS**AFFIRMATIVE ACTION PROGRAM****STATEMENT OF PRIVILEGE**

Copies of this Affirmative Action Program and all related appendices, documents and support data are made available on loan to the United States Government upon the request of said Government on the condition that the Government hold them totally confidential and not release copies to any person whatsoever. This Affirmative Action Program and its appendices and other supporting documents contain confidential information which may reveal, directly or indirectly, the Company's plans for business or geographical expansion or contraction. The Company considers this Affirmative Action Program, all portions thereof, and all supporting material to be its private and confidential property, and to be on loan to the Government only under specified conditions, including non-reproduction and non-distribution, and to be exempt from disclosure under the Freedom of Information Act upon the grounds, inter alia, that such material constitutes: (1) personnel files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, and are exempt from disclosure under 5 U.S.C. §552(b)(6); (2) confidential, commercial or financial information which is exempt from disclosure under 5 U.S.C. §522(b)(4); (3) investigatory records compiled for law enforcement purposes, the production of which would constitute an unwarranted invasion of personal privacy, and are exempt from disclosure under 5 U.S.C. §552(b)(7); and, (4) matters specifically exempted from disclosure

by statute, and are exempt from disclosure under 5 U.S.C. §522(b)(3).

Company will submit further detailed documentation supporting this claim of privilege if necessary.

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AMERICAN INSTITUTE OF PHYSICS
AFFIRMATIVE ACTION PROGRAM

It is understood that this Affirmative Action Program, or any part thereof, does not constitute an admission by the Company of any violation of the President's Executive Order 11246, as amended, or of Title VII of the Civil Rights Act of 1964, or of any federal, state or local law, and has been developed in order to reaffirm the Company's policy of providing equal employment opportunity for all persons without regard to race, religion, color, national origin, citizenship, sex, veteran's status, age, or non-job-related disability of any kind. Goals have been established, where appropriate, to endeavor to meet affirmative action obligations.

This program is not intended to and will not be used to discriminate against any applicant or employee because of race, religion, color, national origin, citizenship, sex, veteran's status, age, or non-job-related disability of any kind.

Member Societies:

The American Physical Society
Optical Society of America
Acoustical Society of America
The Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
American Vacuum Society
(an Geophysical Union

e-mail - aipinfo@aip.org
worldwide web - <http://www.aip.org>

COMPUTER

PROGRAMS AND SERVICES

It is the mission of the Institute to serve the sciences of physics and astronomy by serving the Societies, by serving individual scientists, and by serving students and the general public.

AMERICAN
INSTITUTE
OF PHYSICS

P R O G R A M S A N D S E R

The American Institute of Physics

Since 1931 AIP has been promoting the advancement and diffusion of the knowledge of physics and its application to human welfare. It does this by serving its Member Societies, scientists, students, and the public through numerous publishing, education, and information programs.

AIP is committed to continuing its service mission by:

- keeping the physics community informed about advances in research as well as news of the community through its flagship magazine **Physics Today**;
- providing high-quality, cost-effective, timely production services for AIP and Society journals, books, and other publications either in print or electronic forms;
- publishing research and education related journals, magazines, books, newsletters, and software;
- identifying and addressing problems in the public's understanding and appreciation of science;
- improving science education through student organizations and outreach programs;
- providing physics career services;
- developing reliable information for the press and the community on the past, present, and projected future circumstances of physics, physicists, and their environment;
- enhancing the effectiveness of industrial physics;
- promoting communication of ideas and opinions among members of the national and international physics community;
- providing sales, marketing, and information services aimed at wide dissemination of information on physics publications and programs;
- providing efficient managerial, financial, and other administrative services to Member Societies;

There are over 100,000 scientists represented by the Institute through its Member Societies. In addition, approximately 6,000 students in over 600 colleges and universities are members of the Institute's Society of Physics Students, which includes the honor society Sigma Pi Sigma. Industry is represented through 59 Corporate Associates members. AIP's monthly magazine, **Physics Today**, reaches all of these people and organizations.

Services to Societies

- **Society Publications:** Production services for archival journals, bulletins, programs, books, directories, indexes, newsletters, and other print and electronic products.
- **Press relations services**
- **Exhibits management**
- **Circulation and fulfillment,** dues collection, and member records
- **Career planning services**
- **Statistical studies**
- **Accounting and human resources services**
- **Office space and facilities services**
- **Inter-Society communication** opportunities through the annual Assembly of Society Officers, Joint Society Task Force on Electronic Publishing, Round Table of Society Executive Officers, Treasurer's meeting, public policy and education committees, and other groups

Service to Students and the Public

- **Education programs** including WonderScience, a hands-on magazine for children (with the American Chemical Society); the Visiting Scientist Program in Physics; the Introductory University Physics Project (with The American Physical Society and the American Association of Physics Teachers); and meetings and materials related to career guidance.
- **Society of Physics Students (SPS),** with chapter, regional, and national meetings; and the SPS honor society Sigma Pi Sigma, celebrating its Diamond Jubilee in November 1996.
- **Books** for the general reader; also the **Graduate Programs in Physics and Astronomy**
- **Information services** to press, radio (**Science Report**), and television (**Inside Science**)
- **Physics Today:** distributed to all members of Society of Physics Students, Congress and selected science writers
- **Physics News in 199X** (annually) and **Physics News Update** (weekly) cover the most important current research, distributed to science writers, government officials, libraries, colleges, and universities.
- **Prizes** for science writing, industrial physics, and selected fields of physics
- **Statistical Information** on physicists, their education, and employment
- **Career services** through workshops, placement centers, job listings, booklets and posters, and the Physics Careers Information Bulletin Board.
- **Congressional Fellow program**
- **US Physics Olympiad Team** (in collaboration with the American Association of Physics Teachers and other Member Societies)

SERVICES IN BRIEF

Services to Professionals in Physics and Related Fields

- **AIP Publications:** eight Archival journals*; *Physics Today*, a monthly general interest magazine; *Computers In Physics*, a bi-monthly magazine/journal; *The Industrial Physicist*, a magazine for physicists in industry and their employers; the *Graduate Programs Book*; the biennial *Directory of Physics and Astronomy Staff*; *Journal of Physical and Chemical Reference Data*, published jointly with the American Chemical Society for the National Institute of Standards and Technology.
- **Applied Physics Letters Online:** AIP's first electronic journal went online in January 1995.
- **AIP Press:** Books for scientists and the general public; Conference Proceedings; monographs; reference works; graduate texts; reprint collections; and works on history.
- **AIP Derivative Products:** Searchable Physics Information Notices (SPIN); Current Physics Microform; Current Physics Index; General Physics Advance Abstracts; Articles In Physics; and cumulative indexes for AIP journals.
- **AIP Translation Program:** eight AIP translated journals plus seven journals in cooperation with the Russian Academy of Sciences, MAIK/NAUKA, and other institutions.
- **Physics Academic Software:** Peer-reviewed educational software for undergraduate and graduate physics courses.
- **PINET:** Physics Information NETsite, AIP's World Wide Web homepage containing publication and information services for the physics community (URL: <http://www.aip.org>).
- **PINET Plus:** a subscription-based World Wide Web service (<http://www.aip.org/pinet>) providing research databases, advance previews of AIP journals, specialized conference forums, and timely physics and astronomy news.
- **Marketing and distribution** of journals, books, and information products.
- **Subscription fulfillment** for 101 print and electronic publications
- **Placement** and career planning services
- **Statistics** on physics education and employment
- **Corporate Associates:** services for the industrial physics community.
- **Center for History of Physics:** Niels Bohr Library, resources and facilities for historical research, photo archives, preservation and use of historical source materials; studies on the development of contemporary physics; and oral histories.
- **Government & Institutional Relations:** "FYI" Bulletin of Science Policy News Briefs; brochure on "Communicating with Congress".
- **Physics Education News (PEN),** a periodic electronic newsletter

*Applied Physics Letters
CHAOS
Journal of Applied Physics
The Journal of Chemical Physics

Journal of Mathematical Physics
Physics of Fluids
Physics of Plasmas
Review of Scientific Instruments

Member Societies

The American Physical Society (APS)

41,700 members, promotes the advancement and diffusion of the knowledge of physics and all branches of fundamental and applied physics are in its scope. (*Founded In 1899; joined 1931*)

Optical Society of America (OSA)

11,500 members, devotes itself to the advancement of optics, pure and applied, in all its branches. (*Founded In 1916; joined 1931*)

Acoustical Society of America (ASA)

7,000 members, seeks to increase and diffuse the knowledge of acoustics and to promote its practical applications. (*Founded In 1929; joined 1931*)

The Society of Rheology (SOR)

1,400 members, promotes the advancement and applications of rheology, the science of deformation and flow of matter, and its applications. (*Founded In 1929; joined 1931*)

American Association of Physics Teachers (AAPT)

11,200 members, promotes the advancement of the teaching of physics and furtherance of appreciation of the cultural role of physics. (*Founded In 1930; joined 1932*)

American Crystallographic Association (ACA)

2,100 members, promotes the study of the arrangement of the atoms in matter, its causes, its nature and its consequences, and the tools and methods used in such studies. (*Founded In 1949; joined 1966*)

American Astronomical Society (AAS)

6,400 members, promotes the advancement of astronomy and closely related branches of science. (*Founded In 1899; joined 1966*)

American Association of Physicists in Medicine (AAPM)

4,200 members, seeks to promote the application of physics to medicine and biology. (*Founded In 1958; joined 1973*)

American Vacuum Society (AVS)

5,600 members, promotes communication and disseminates knowledge in vacuum science, technology, and engineering. (*Founded In 1953; joined 1976*)

American Geophysical Union (AGU)

28,900 members, promotes the scientific study of the earth and its environment in space. (*Founded In 1919; joined 1986*)

Other Member Organizations

Sigma Pi Sigma Physics Honor Society
Society of Physics Students
Corporate Associates

AIP Corporate Associates

To serve the industrial physics community by improving the effectiveness of people and organizations in advancing corporate goals through the use of physics.

The Aerospace Corporation	Loral Infrared & Imaging Systems
AGR International, Inc.	Lucent Technologies, Bell Laboratories
AIL Systems, Inc.	3M Corporate Research Laboratories
Allied Signal, Inc.	Maxwell Laboratories
Bell-Northern Research, Ltd.	Monsanto Company
Calspan SRL Corporation	Philips Laboratories
Coming Incorporated	Phillip Morris U.S.A.
The Dow Chemical Company	Phillips Petroleum Company
Eastman Kodak Company	Physics International Company
EG&G PARC	Pilkington Technology Management, Ltd.
Energy Conversion Devices, Inc.	Polaroid Corporation
Exxon Company	PPG Industries, Inc.
Exxon Production Research Company	Quantum Design, Inc.
Ford Motor Company	Rockwell International
General Atomics	David Samoff Research Center
General Electric Company	Schlumberger-Doll Research
General Motors R&D Center	Shell Development Company
The Goodyear Tire & Rubber Co.	Siltec Corporation
GTE Laboratories, Inc.	Sony USA, Inc.
Hewlett-Packard Company	Southwestern Universities Research Association
Hoechst Celanese Corporation	Springer-Verlag New York Publishers
Hughes Aircraft Company	Texas Instruments Incorporated
Instruments, S.A.	Textron Defense Systems
International Business Machines	United Technologies Research Center
Int'l Centre for Theoretical Physics	UOP, Inc.
Janis Research Company, Inc.	Varian Associates, Inc.
Jet Propulsion Laboratories	A.B. Volvo
Lake Shore Cryotronics, Inc.	Westinghouse Electric Corporation
Libbey-Owens-Ford Co.	Xerox Corporation
Arthur D. Little, Inc.	
Locke Reynolds Boyd & Weisell	
Lockheed Idaho Technologies Company	

The American Institute of Physics invites interested Companies to apply for Corporate Associate membership and will welcome inquiries addressed to the Executive Director.

Governing Board 1996-1997

*Roland W. Schmitt, Chair	Harry Lustig (APS)
Thomas J. Ahrens (AGU)	Christopher H. Marshall (AAPM)
Robert E. Apfel (ASA)	Gregory B. McKenna (SOR)
Gary C. Bjorklund (OSA)	Robert W. Milkey (AAS)
Leonard J. Brillson (AVS)	*Duncan T. Moore (OSA)
*Marc H. Brodsky (ex officio)	Norman F. Ness (AGU)
D. Allan Bromley (APS)	*Marcia Neugebauer (AGU)
Patricia E. Cladis (MAL)	C. Robert O'Dell (AAS)
G. Brent Dalrymple (AGU)	*C. Kumar N. Patel (APS)
Ronald D. Edge (AAPT)	Alan Powell (ASA)
Janet S. Fender (OSA)	S. Narasinga Rao (ACA)
*Judy R. Franz (APS)	J. William Rogers, Jr. (AVS)
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Christopher G.A. Harrison (AGU)	J. Robert Schrieffer (APS)
David W. Hennage (OSA)	Andrew M. Sessler (APS)
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Daniel Kleppner (APS)	John H. Weaver (AVS)
Arlo U. Landolt (AAS)	
Charlotte Lowe-Ma (ACA)	

*Executive Committee

AIP Officers

Roland W. Schmitt, Chair, Governing Board
 Marc H. Brodsky, Executive Director and CEO
 Arthur T. Bent, Treasurer and CFO
 Theresa C. Braun, Director of Human Resources
 John S. Rigden, Director of Physics Programs
 Darlene A. Walters, Vice President, Publishing
 Roderick M. Grant, Secretary

Affiliated Societies

American Institute of Aeronautics and Astronautics
 American Meteorological Society
 American Nuclear Society
 ASM International
 Astronomical Society of the Pacific
 Division of Physical Chemistry of ACS
 Engineering Information, Inc.
 Geological Society of America
 IEEE Nuclear and Plasma Sciences Society
 International Association of Mathematical Physics
 JCPDS-International Centre for Diffraction Data
 Materials Research Society
 Microscopy Society of America
 Physics/Astronomy Division of the Council on Undergraduate Research
 Physics Section of AAAS
 Society for Applied Spectroscopy
 SPIE-The International Society for Optical Engineering

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A NOTICE AND INVITATION TO ALL EMPLOYEES AND APPLICANTS

FROM DR. MARC H. BRODSKY, EXECUTIVE DIRECTOR/CEO

**AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT POLICY
STATEMENT**

American Institute of Physics has been and will continue to be an equal opportunity employer. To assure full implementation of this equal employment policy, we will take steps to assure that:

- a. Persons are recruited, hired, assigned and promoted without regard to race, religion, color, national origin, citizenship, sex, veteran's status, age, or non-job-related disability of any kind.
- b. All other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs are administered without regard to race, religion, color, veteran's status, national origin, citizenship, sex, age, or non-job-related disability.

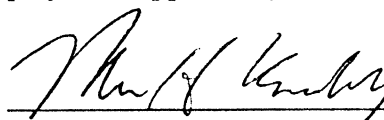
I have appointed Theresa C. Braun, Director of Human Resources, to take on the responsibilities of EEO Coordinator. As EEO Coordinator, she will be responsible for the day to day implementation and monitoring of this Affirmative Action Plan. As part of that responsibility, she will periodically analyze the Institute's personnel actions and their effects to insure compliance with our equal employment policy.

If you, as one of our employees or as an applicant for employment, have any questions about this policy or would like to review or be considered under our Affirmative Action Plan, please see Theresa Braun.

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American Crystallographic
Association
American Astronomical Society
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Physicists in Medicine
American Vacuum Society
American Geophysical Union

I have reviewed and fully endorse our Affirmative Action and Equal Employment Opportunity program. In closing, I ask the continued assistance and support of all the Institute's staff to attain our objective of equal employment opportunity for all.


Dr. Marc H. Brodsky
Executive Director/CEO

Effective January 1, 1996 to December 31, 1996

RESPONSIBILITY FOR
IMPLEMENTATION

RESPONSIBILITY FOR IMPLEMENTATION

A. Executive Management Responsibility

As the representative of executive management, the EEO Coordinator has primary responsibility and accountability for implementing, directing and monitoring this Affirmative Action Plan.

1. Implementing the affirmative action programs set forth in this Plan, including the development of policy statements and related internal and external communication procedures to disseminate those policy statements.
2. Developing and supervising the presentation of our equal employment opportunity policy during the supervisory training and new employee orientation programs, which may include question-and-answer sessions for supervisors and employees answering their questions about this Affirmative Action Plan.
3. Designing and implementing an audit and reporting system that will accomplish the following:
 - (i) Measure the effectiveness of our affirmative action programs.
 - (ii) Indicate when remedial action is needed.
 - (iii) Determine the degree to which our goals and objectives have been attained.
4. Advising management and supervisory personnel on developments in the laws and regulations governing equal employment opportunity.
5. Serving as liaison between the Company and all enforcement agencies.
6. Identifying problem areas and establishing goals and objectives to remedy underutilization in major job groups, if any underutilization exists.
7. Conferring with community organizations representing women, minorities, veterans, the disabled and older workers.

8. Auditing periodically our on-the-job training, hiring and promotion patterns to remove impediments to attainment of the Company's goals and objectives.
9. Rating supervisory employees based, in part, upon their efforts and success in furthering the goal of equal employment opportunity, and informing supervisory employees of this evaluation practice.
10. Discussing periodically the Company's commitment to equal employment opportunity with managers, supervisors, and employees. During these discussions, the EEO Coordinator will stress the importance of affirmative action, as well as nondiscrimination.
11. Reviewing the qualifications of all employees to insure that minorities and women are given full opportunities for transfers, promotions and training.
12. Providing access to career counseling for all employees.
13. Conducting periodic audits to ensure that the Company is in compliance with federal and state laws and regulations requiring:
 - (i) Proper display of posters explaining the Company's obligation to engage in nondiscriminatory employment practices.
 - (ii) Integration of all facilities which we maintain for the use and benefit of our employees.
 - (iii) Maintenance of comparable facilities, including locker rooms and rest rooms, for employees of both sexes.
 - (iv) Providing full opportunity for advancement and encouraging minority and female employees to participate in educational, training, recreational and social activities sponsored by the Company.
14. Counseling supervisors and managers to take actions necessary to prevent harassment of employees placed through affirmative action efforts and to eliminate the cause of such complaints. Further, the EEO Coordinator will

counsel supervisors and managers not to tolerate discriminatory treatment of any employee by another employee or supervisor and to report all complaints or incidents to him.

15. Establishing an internal complaint system that will enable employees to discuss complaints with the EEO Coordinator whenever they feel that they are being discriminated against on the basis of race, color, religion, sex, national origin, disability or veterans' status.
16. Serving as liaison between the Company and community organizations representing minorities, women, veterans, the disabled and older workers.
17. Developing expertise and knowledge of equal employment opportunity guidelines and regulations in order to advise and update top management and supervisory personnel concerning developments affecting our equal employment opportunity program.

B. The Responsibilities of Supervisors and Managers

All supervisors and managers must share in the day to day responsibility for implementing the affirmative action programs set forth in this plan. Specifically, they must endeavor to:

1. Respond to inquiries about our Affirmative Action and Equal Employment Policy, after consulting with our EEO Coordinator.
2. Assist our EEO Coordinator during the investigation of allegations of discrimination.
3. Participate in recruitment and accommodation efforts designed to enable disabled individuals, disabled veterans and others to secure employment and to advance to positions for which they are qualified.
4. Ensure that all federal and state posters explaining the laws prohibiting discrimination are properly displayed.
5. Participate in the development and implementation of affirmative action programs.

DISSEMINATION OF
EQUAL EMPLOYMENT POLICY

DISSEMINATION OF EQUAL EMPLOYMENT POLICY

I. Internal Dissemination

The Company will take the following actions to disseminate its Affirmative Action and Equal Employment Policy, as appropriate, on a regular and continuing basis.

A. Including the Affirmative Action and Equal Employment Opportunity Policy statement in its policy manual and employee handbook, as published. A copy of our EEO Policy, which is contained in our Employee Handbook, is attached at the end of this section.

B. Meeting with supervisory personnel to explain the intent of the Affirmative Action and Equal Employment Policy and their individual responsibilities for its implementation. We conducted supervisory training for all management about equal employment opportunity, affirmative action and sexual harassment during Plan Year 1995 and have continued the training into Plan Year 1996. We have attached information relating to our supervisory training at the end of this section.

C. Scheduling special meetings with employees or using Company newsletters to discuss and explain individual employee responsibilities or opportunities under the affirmation action program. During the current plan year we will be conducting

training for all employees about our affirmative action program and equal employment opportunity in the workplace.

D. Discussing our equal employment policy during any orientation programs we hold, at which time all new employees (and if applicable, transferred and promoted employees) will be advised of our commitment to affirmative action and equal employment opportunity. Our Affirmative Action and Equal Employment Opportunity Policy statement and policy statements affirmatively supporting the employment of minorities, veterans, the disabled and women will be explained during these sessions. During these orientation sessions a management representative from various areas of the Company, including Human Resources, explains the function of their department. Our Affirmative Action and Equal Employment Opportunity Policy statement and policy statements affirmatively supporting the employment of minorities, veterans, the disabled and women are explained during these sessions. We have attached at the end of this section an "Overview of New Employee Orientation Process", which includes a copy of our "New Employee Checklist," and addresses equal employment opportunity and affirmative action in the workplace.

E. Posting the Affirmative Action and Equal Employment Policy, along with all required State and federal informational posters, on our bulletin boards, and updating such posters as required. Our "Affirmative Action and Equal Employment Opportunity Policy Statement", "Invitation to Vietnam Era and

Special Disabled Veterans To Self Identify " and "Invitation to Disabled Employees and Applicants to Self Identify" and all required federal and state posters are posted where they are accessible to both applicants and employees.

F. Including pictures of both minority and non-minority men and women in all employment and consumer advertising.

II. External Dissemination

Our equal employment opportunity policy will be disseminated externally, as considered appropriate, as follows:

A. All recruiting sources, when utilized, will be advised of the Company's policy. The Company will ask for written acknowledgment by each such recruiting source that it will comply with our policy. Thereafter, on a regular basis, such recruiting sources will be notified of our continuing commitment to equal employment opportunity. Copies of letters to affirmative action recruitment sources are attached at the end of this section.

B. The equal opportunity clause will be included in all purchase orders, leases, contracts, etc., covered by Executive Order 11246, as amended. A copy of our purchase order, which contains language that incorporates by reference the equal opportunity clause is included at the end of this section.

C. When we advertise in newspapers for prospective employees, the advertisement will include language that communicates that we are an Equal Employment Opportunity Employer, such as, " We are an Equal Opportunity Employer M/F/D/V." We also will direct all newspapers not to place help-wanted advertisements in race or sex-segregated columns.

D. Prospective employees are informed that the Company is an equal opportunity employer which maintains an affirmative action program through the notices we post in areas accessible to applicants and employees. Moreover our affirmative action program is addressed during new hire orientation.

E. Our primary subcontractors, vendors and suppliers will be sent written notification of our Affirmative Action and Equal Employment Policy. Implementation will require assurances of compliance with, inter alia, Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 and the Rehabilitation Act of 1973. Similar assurances will be required from new subcontractors, vendors and suppliers as such relationships are established. A copy of our Vendor Certification package is attached at the end of this section.

F. In the event that employees are featured in help-wanted, product or consumer advertising, employee handbooks or manuals or similar publications, both minority and non-minority men and women will be pictured and included.

Policy: Persons are recruited, hired, assigned and promoted without regard to race, religion, color, national origin, citizenship, sex, veteran's status, age, marital status or other protected characteristic.

All other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs are administered without regard to race, religion, color, national origin, citizenship, sex, veteran's status, age, marital status or other protected characteristic.

Authority:

Approved: Executive Director
Management Committee

Date: 6/90
5/95

Equal Opportunity in Employment

The American Institute of Physics is an equal opportunity employer. We believe that every employee has the right to be treated with dignity and respect. Accordingly, we will not discriminate on the basis of age, race, creed, color, sex, national origin, citizenship, disability, marital status or other protected characteristics. Our management team is dedicated to ensuring the fulfillment of this policy with respect to recruitment, advertising, hiring, placement, promotion, rates of pay or other forms of compensation, selection for training, layoffs, termination, and general treatment during employment.

Immigration Reform and Control Act

In accordance with the Immigration Reform and Control Act of 1986, it is the Institute's policy to hire only those individuals who are authorized to work in the United States. Pursuant to this law, all individuals who are offered employment will be required to submit proof of their identity and employment authorization. Employees will also be required to complete and sign, under oath, Immigration and Naturalization Service Form I-9. Form I-9 requires you to attest that you are authorized to work and the documents submitted are genuine.

If you are authorized to work in this country for a limited period of time, before the expiration of that period you will be required to submit proof of your employment authorization and sign another Form I-9 in order to remain employed by the Institute.

CORPORATE RESOURCE GROUP'S

CREATING

SUCCESSFUL WORKING

RELATIONSHIPS



Corporate Resource Group, Inc.

Where psychology gets down to business

9145 Guilford Road, Suite 160

Columbia, MD 21046

Phone 410 880 0020 / Fax 410 880 0019

1 800 452 7568



OUR EMPLOYEE
POPULATION IS MORE
DIVERSE THAN EVER

HOW CAN WE
GET EVERYONE
TO WORK
TOGETHER
PRODUCTIVELY?

*If you don't have a good
answer, here's a training
program that does.*

Bulk Rate
U.S. Postage
Paid
Columbia, MD
Permit No. 469

It is an incredible fact that today's workforce is increasingly diverse.

Employees will form working relationships with other individuals whose culture, values, needs and behavioral characteristics are often quite different from their own.

In addition, working productively with coworkers is always critical. Too many things get in the way of people interacting effectively: personal agendas, control issues, personal sensitivities and conflicting goals and priorities, etc.

How can we make sure working relationships are successful, productive ones in an increasingly diverse and stressful work environment?

Corporate Resource Group's

Creating Successful Working Relationships program is designed to do just that. It focuses on what an individual can do to overcome the barriers to constructive interactions with others. It leads participants to take responsibility for creating constructive relationships and equips them with the skills and insights to make that happen.

CREATING SUCCESSFUL WORKING

RELATIONSHIPS HAS BEEN DESIGNED TO BE EFFECTIVE IMMEDIATELY.

Creating Successful Working Relationships overcomes the inherent failure of many diversity programs by treating individuals as *individuals*. It springs from the belief that you can't make an assumption about an individual based on the group norms or stereotypes with which he or she is associated. Rather, the program trains all participants to deal with the diversities in the workforce that we all bring to bear as individuals.

Creating Successful Working Relationships further distinguishes itself by examining the root causes of poor personal interaction, not simply their symptoms. Often what seems a personality clash is one person's failure to understand another.

HISTORY

Incorporated in 1990, Corporate Resource Group, Inc. (CRG) was founded in response to the management challenges that all corporations face in a rapidly evolving business climate. Combining their extensive experience in both psychology and the business world, Drs. James P.M. Avasides and Darwin L. Eads created CRG to provide the industry's most comprehensive array of management psychology services to organizations all over America. Located in Columbia, Maryland, CRG continues its history of strong growth with an increasingly diverse and progressive business and health care clientele.

How do you really know the nature of such a clash until you understand that other person's values, cultural shaping, style of communication, etc.? And knowing them, what can you do to adapt your behavior and thinking in order to work effectively with that person?

Through *Creating Successful Working Relationships*, participants learn to recognize and appreciate individual differences and understand how they impact their relationships; to maintain objectivity and control biases in working with others; and to interact with others in a highly productive manner. These skills and insights are then focused on creating detailed action plans for improving specific relationships at work which are their most important or most difficult challenges. In this way participants can begin to make real changes in their behavior and attitudes resulting in increased positive interactions, reduced interpersonal conflict, and higher morale and productivity.

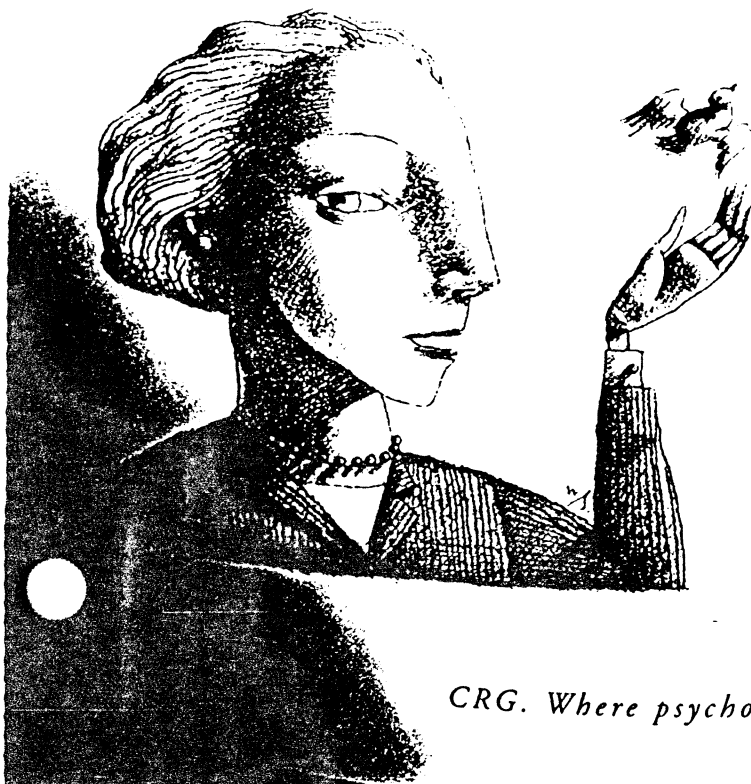
WE GUARANTEE IT WILL BE
EFFECTIVE FOR YOU.

We would like to speak with you about the benefits your organization can derive from *Creating Successful Working Relationships*. Your satisfaction is 100% guaranteed. We can make a difference for you. Call us today, 1 800 452 7568.

CREATING SUCCESSFUL WORKING RELATIONSHIPS

There are any number of factors that cause working relationships to fail, but the result is always the same. Learning tolerance for our differences is crucial to working successfully with others because of an increasingly heterogeneous workforce. This diverse working population, with its almost infinite combination of characteristic behaviors, makes finding a way to accommodate the differences between ourselves and others an imperative. And this is just what Corporate Resource Group's *Creating Successful Working Relationships* is designed to do.

In the past, many organizational cultures included norms of behavior, dress and "style" which, in effect, excluded from organizational success anyone who couldn't (or wouldn't) fit in. Clearly, organizations can no longer succeed by maintaining these attitudes. While individuals must adapt to the organization's core values and their jobs' performance standards, the organization must build a culture which accommodates and values individual differences and encourages productive interactions.



Creating Successful Working Relationships

was developed by Corporate Resource Group to help organizations build and maintain highly productive working relationships in an increasingly diverse workplace.

It confers the power and responsibility for successful relationships onto each participating individual. Employees at all levels can learn to accept and value another person's different interaction style, cultural background, values, and goals. They will then be able to approach relationships in today's more diverse workplace in a healthier, more constructive manner.

CRG. Where psychology gets down to business.

CAN MAKE OVERCOMING CHALLENGES

MUCH EASIER

Creating Successful Working Relationships overcomes the inherent failure of many diversity programs by treating individuals as *individuals*. It springs from the belief that you can't make an assumption about an individual based on the group norms or stereotypes with which he or she is associated.



Rather, the program trains all participants to deal with the diversities in the workforce that we all bring to bear as individuals.

Creating Successful Working Relationships further distinguishes itself by examining the root causes of poor personal interaction, not simply their symptoms. Often what seems a personality clash is one person's failure to understand another. How do you really know

the nature of such a clash until you understand that other person's values, cultural shaping, style of communication, etc.? And knowing them, what can you do to adapt your behavior and thinking in order to work effectively with that person?

This broadened understanding, coupled with sharpened skills, leads to planning specific actions participants can take to improve their working relationships, including their most important and most difficult relationships. The result?

A heterogeneous mix of people turned into a powerful, cohesive workforce. A positive work environment in which working relationships are maximized for optimum organizational productivity.

EVERYONE IN YOUR ORGANIZATION NEEDS TO:

- Recognize and appreciate individual differences and understand how they impact relationships
- Maintain objectivity and control for biases in collaborating with others
- Learn specific skills, habits and attitudes which help to create constructive working relationships
- Develop specific strategies for improving their most important work relationships

WITH CREATING SUCCESSFUL WORKING RELATIONSHIPS, INDIVIDUALS GAIN THE SKILLS AND INSIGHTS NECESSARY TO BE SUCCESSFUL IN TODAY'S DIVERSE WORKPLACE:

Dealing with Differences

Understand that diversity is a business need and an unavoidable issue where people no longer have the luxury to decide with whom they are willing and able to work effectively

Identify the people one depends on the most for success at work. They are used throughout the program as opportunities for applying the skills and insights one gains and improving one's most important working relationships

The Four Principles of Valuing Diversity

Identify and set aside biases that can be counterproductive so they do not interfere with interactions with others

Explore differences and how they can enhance or detract from constructive interactions with regard to:

- Lifestyle choices and priorities
- Values as motivators
- The nature of the job, organization culture and the work environment

Look at the world through other people's eyes which engenders more understanding on one's part and does not allow one to be as judgmental of others who are different

Understand that different people's circumstances may require accommodation in the workplace and be able to see that treating people differently does not mean treating people unfairly

Identify common behavioral characteristics that influence how a person comes across to others to analyze when they are in alignment with or in opposition to others' characteristics

Modify one's behavior for more effective interactions

Choose to accept accountability, the most important step in improving working relationships

PROGRAM BENEFITS

Strategies for Working
Together

Identify different kinds of conflict and learn to manage each

Give critical feedback so that others can hear it and respond positively

Receive and accept critical feedback without being defensive

Establish, maintain or repair relationships based on the levels of trust necessary in the workplace

The 15 behaviors which build trust

Identify strategies for improving relationships based on trust

The Eight Strategies for improving working relationships

Action Planning

Identify situations where one's behavior can get in the way of effective interactions with others and develop detailed action plans to address these

Identify co-workers with whom one needs to work better and write action plans for improving the effectiveness of those relationships

1. Staff productivity and morale increase as employees learn to accept and respect people's differences, leading to more positive working relationships.
2. Leaders spend less time managing interpersonal conflict among the staff.
3. By gaining a deeper understanding of one's values and preferences, and how these impact others, participants develop greater empathy for others' values and preferences.
4. The organization's human resource potential is maximized along with its opportunities for successful growth.
5. Organizations are better able to attract and retain top talent.
6. As conflict based upon interpersonal issues is reduced, productivity increases.
7. The organization's potential liability is reduced by training all employees that inappropriate comments and actions are unacceptable.
8. The organization demonstrates to all employees that it is committed to treating everyone with dignity and respect.
9. Teams will perform more effectively as interpersonal conflict is reduced.

PROGRAM STRUCTURE

Because CRG understands and respects the time demands of participants in our programs, *Creating Successful Working Relationships* was designed to be conducted in a single day for all employees. It delivers maximum benefit to organizations when implemented as an organizational intervention with everyone in the target population being trained.

To maximize the impact of the materials presented in *Creating Successful Working Relationships*, it is presented as a workshop, in a highly interactive "action learning" format. Discussions are based on real life examples of situations readily familiar to participants, enabling them to apply the principles they learn to their own personal and organizational situations. *Creating Successful Working Relationships* encompasses a variety of techniques: lecturette, group discussion, individual exercises and group exercises.

CRG offers you flexibility. We can provide outstanding instructors. We can license the program to you, train your trainers, and provide all training materials. In addition, we can customize the program to address your organization's specific needs and issues.

ADDITIONAL
CRG TRAINING
OFFERINGS:

Advanced Interview Skills
Creating A Safe Work Environment
Effective Facilitation Skills
Effective Team Membership Skills
Managing Change
Customized Training

Over the years, CRG has developed an approach to management psychology providing insights into people, teams, systems and problems that is unique in the field. This is because we approach our discipline from years of collective experience in senior level positions in Fortune 500 companies and doctoral level study of human behavior and organizational systems. The result is a unique dual approach to developing and conducting our programs.

Another unique advantage is that our programs are, first and foremost, designed for solving *organizational* issues. Thus, when we address individuals from a training perspective, it is with the additional goal of addressing organization development. To view training as a tool for intervention on this larger scale may seem to be a subtle perspective, but CRG programs are unique because of it.

We begin by designing programs that focus on practical, real-life issues common to today's workplace. Participants receive all the knowledge and skill-building necessary to successfully solve issues or take advantage of opportunities within the organization. However, while skill-building is an important element of

organizational development, it is not by itself sufficient for this to occur. That is why CRG programs are developed to be comprehensive, not only teaching knowledge and skills, but addressing needed changes in participants' attitudes and behaviors as well. By doing so, individuals enthusiastically become part of the process of helping themselves and the organization reach whatever goal is desired.

Because we define learning as a change in behavior, our programs can be evaluated by how workers perform differently back on the job. Participants return not only with enhanced skills, but also with new behavior patterns. Organizations find this to be a far more beneficial outcome than someone scoring higher on a test at the end of the program.

The philosophy is reflected in CRG leader's guides and other course materials, developed by management psychologists who are experts in both the subject of the program and the most effective methods of presenting it. The materials are easy to use, require a minimum time to learn and generate a maximum degree of participant interest and involvement. CRG course manuals are also designed to be kept by participants and used as a comprehensive reference.

ABOUT THE AUTHORS

The success of *Creating Successful Working Relationships*, and every other CRG training program, can be attributed to the unique duality of expertise and experience possessed by CRG's founders, Drs. Darwin L. Eads and James P.M. Atsides. Their expertise stems from Ph.D.'s in the behavioral sciences, both earned before beginning their respective careers. That both achieved senior level positions in Fortune 500 companies during their careers attests to the breadth of their experience. This rare combination of skills has put CRG squarely in the forefront of management psychology today, creating newer, more effective methodologies for developing organizations by

developing the people who comprise their most important advantage in today's marketplace.

PEOPLE WORKING WELL TOGETHER
IS KEY TO YOUR ORGANIZATION'S SUCCESS.
TAKE THE NEXT STEP TODAY.



CALL CRG TOLL-FREE TO SCHEDULE AN APPOINTMENT:

1-800-452-7568



Corporate Resource Group, Inc.
Where psychology gets down to business

9145 Guilford Road, Suite 160
Columbia, MD 21046
Phone 410 880 0020 / Fax 410 880 0019
1 800 452 7568

AIP MANAGEMENT & SUPERVISOR TRAINING SCHEDULE & CURRICULUM

DATE	MANAGERS	SUPERVISORS
September 30	Team Building 9:00 - 12:30	Role of Supervisor 1:00 - 5:00
October 8	Selection Interviewing 9:00 - 12:30	Selection Interviewing 1:00 - 5:00
October 14	Performance Appraisal 9:00 - 12:30	Communication 1:00 - 5:00
October 28	Coaching & Counseling 9:00 - 12:30	Motivation 1:00 - 5:00
November 4	Persuasive Negotiation 9:00 - 12:30	Improving Performance 1:00 - 5:00
November 11	Problem Solving 1 9:00 - 12:30	Conflict Resolution 1:00 - 5:00
November 18	Problem Solving 2 9:00 - 12:30	Problem Solving 1:00 - 5:00
December 2	Managing Change 9:00 - 12:30	Team Building 1:00 - 5:00

THE AMERICAN INSTITUTE OF PHYSICS

**MANAGING EFFECTIVELY IN THE 1990's:
MAINTAINING A POSITIVE WORK ENVIRONMENT**

**Presented by:
DIANE K. REMBLESKE, ESQ.**

**Copyright 1996
by
JACKSON, LEWIS, SCHNITZLER & KRUPMAN**

**This Workbook is confidential and has been prepared by
Jackson, Lewis exclusively for the management of
The American Institute of Physics**

JACKSON, LEWIS, SCHNITZLER & KRUPMAN

TABLE OF CONTENTS

	<u>Page</u>
EEO LAWS: WHAT MANAGERS NEED TO KNOW	1
BASIC PRINCIPLES OF EQUAL EMPLOYMENT OPPORTUNITY	2
MANAGING CONSISTENT WITH EEO PRINCIPLES	2
AVOIDING SEXUAL HARASSMENT	3
APPENDIX	7
APPLICANT INTERVIEWING GUIDES	8
IN ORDER TO COMPLY WITH THE ANTI-DISCRIMINATION LAWS, AN INTERVIEWER SHOULD NOT ASK THE FOLLOWING	12
APPROPRIATE REASONS FOR NOT HIRING AN APPLICANT	15
THE EMPLOYMENT INTERVIEW UNDER THE ADA	16
PRE-EMPLOYMENT INQUIRIES UNDER THE ADA	18
DISCIPLINARY ACTION: GENERAL CONSIDERATIONS	25
SUPERVISOR'S CHECKLIST	27
EEOC GUIDELINES ON DISCRIMINATION BECAUSE OF SEX	28
WORKSHOPS	30

OVERVIEW OF NEW EMPLOYEE ORIENTATION PROCESS

OBJECTIVE

The goal of this new employee orientation program is to establish a formal welcoming plan for new employees to the American Institute of Physics. The approach is "employee-oriented".

WHO IS INVOLVED

1. The new employee
2. The hiring manager and his/her department
3. The Human Resources Department
4. Essentially, everyone at AIP is involved with making new employees feel welcomed and informed

STEPS

This orientation process consists of 4 phases:

1. **A welcome and sign-up session.** This session is managed by Human Resources and takes place on the mornings of the new employee's first day and second day.
 - ▶ On the first day, all mandatory employment forms are completed and "need to know" information is communicated to the new employee. This process should take about two hours.
 - ▶ On the second day, all benefit options and services are explained to the new employee. This process should take about two hours.
2. **A job/department orientation.** This process is managed by the hiring manager, supervisor, and/or a department mentor. Taking approximately 2 weeks, this part of the orientation focuses on structured on-the-job development procedures.
3. **A company orientation.** This element of the program is a company orientation session performed within the new employee's first 6 months of employment. During this session, new employees have lunch with the CEO or other AIP Officer and information is presented on AIP's history, products and services, and organization structure.
4. **An orientation follow-up.** This session is conducted separately by Human Resources and the hiring manager at the time of the 6 month new hire review. The purpose is to assess the effectiveness of a particular employee's orientation and answer any questions that has arose over the time the employee has been employed. Feedback is encouraged from both the new employee and supervisor.

WELCOME AND SIGN-UP--CONDUCTED BY PERSONNEL

Employee Name _____

Department _____

Date _____

The following items are to be discussed with the new employee and placed in his/her file.

First Day--8:30 AM-10:30 AM

	<u>Discussed</u>	<u>Sign-up Employee</u> (or Handout)
1. Equal Opportunity Employer ✓	_____	_____
2. W-4 Form	_____	_____
3. I-9 Form	_____	_____
4. Affirmative Action Form ✓	_____	_____
5. Probationary Period (6 months)	_____	_____
6. Application	_____	_____
7. Direct Deposit Form	_____	_____
8. Employee Handbook	_____	_____
9. Emergency Card and Procedures	_____	_____
10. Fitness Waiver and Rules	_____	_____
11. Building/Working Hours	_____	_____
12. Holidays	_____	_____
13. Pay Procedures	_____	_____
14. Tuition Reimbursement Program	_____	_____
15. Employee Assistance Program	_____	_____
16. Vacation	_____	_____
17. Personal Days	_____	_____
18. Attendance	_____	_____
19. Automobile Card (Parking)	_____	_____
20. Compensation	_____	_____
21. Stress importance of keeping personnel data current	_____	_____
22. AIP property and equipment	_____	_____

Questions: _____

Personnel _____

(Signature)

Date _____

I understand all information covered and have been issued the Employee Handbooks and hand-outs on the above material.

Employee _____

(Signature)

Date _____

WELCOME AND SIGN-UP (CONT.)

Building Tour --First Day 10:30 AM-11:00 AM

1. Personnel Department (Sick Room) _____
2. Cafeteria _____
3. Fitness Center _____
4. Day Care Center _____
5. Fire Exits and Procedures _____
6. Reception Area and Guest Sign-In _____
7. Restrooms _____
8. Mailroom _____
9. Bring New Employee to Department _____

Second Day 9:30 AM-11:00AM

1. Review highlights and options of benefits plan.
 - ▶ Medical
 - ▶ Dental
 - ▶ Vision
 - ▶ Retirement
 - ▶ Short/Long Term Disability
 - ▶ Life Insurance
 - ▶ Travel Accident Insurance
 - ▶ Pre/Post Tax
2. Discuss eligibility for benefit plans and enrollment process.

Job/Department Orientation

1. Review with your supervisor relevant information about your department. Topics may include:

- ▶ Brief explanation of who's who in the department
- ▶ Key projects and activities
- ▶ Work flow
- ▶ How the department's activities relate to the activities of other departments and company as a whole

2. Review with your supervisor relevant information about your specific job. Topics may include:

- ▶ Job duties--a review of your job description and a detailed explanation of what the new employee should do and how the job relates to the activities of the department and other employees.
- ▶ Accountability and job performance standards
- ▶ Initial projects
- ▶ Goals and objectives
- ▶ Emphasize importance of keeping certain information confidential

3. Introduction of employee sponsor or person to whom the new employee should address their question. Relevant information to be covered:

- ▶ Department tour and introduction to co-workers
- ▶ Telephone and communication systems (also obtaining LOGIN for computer equipment)
- ▶ Discuss administrative procedures and systems (ordering supplies, whom to call if new employee is sick, working hours, lunch and breaks, etc.)
- ▶ Arrange for a lunch companion for each day of the new employee's first week

Company Orientation

1. Introductory information given by the CEO or other AIP Officer. Topics may include:

- ▶ History and development of AIP
- ▶ AIP's mission and goals
- ▶ Products and services provided by AIP

2. Slide Presentation

- ▶ Slides showing AIP's locations, major functions, and activities.

3. Materials or handouts to be given to new employees will include the following:

- ▶ Annual Report
- ▶ Brochure of AIP products and services
- ▶ Organizational chart

4. Question and Answer Session

New Employee Follow-up and Feed Back

1. Do you feel that orientation has prepared you to handle your job? Please explain.

2. How would you rate your overall orientation experience: (check one)

Excellent _____ Please Explain _____

Good _____ _____

Fair _____ _____

Poor _____

3. To what extent did you feel involved in the orientation process: (check one)

Deeply Involved _____ Please Explain _____

Interested _____ _____

Slightly Interested _____ _____

Not very interested _____

4. Do you have any suggestions for the orientation process?

5. Is there a particular area in which you would like more information or have questions?

Employee's Name _____

Date _____

Division _____

Thank you for participating and we wish you great success in your position

New Employee -- Management Position

For a new employee in a management position additional steps will be incorporated into the orientation process. This should occur in the employee's first week and will take approximately one hour.

1. Orientation on how to conduct performance appraisals.

- ▶ Meet with compensation manager (approx. 30 minutes)
- ▶ Watch movie about conducting performance appraisals (approx. 20 minutes)

2. Employee relations (approx. 20 minutes)

- ▶ Meet with Human Resources Director or Personnel Manager
- ▶ Discuss policies and procedures. Other topics for discussion may include: EAP, dealing with conflicts and corrective interviews, Pat on the Back program, etc.

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Name/Division:	
PHF (Do PAF on Humanics and get signatures)	
Application--Dicuss Affirmative Action Form and Equal Opportunity ✓	
Direct Deposit Form	
Employee Handbook	
I-9 Form (2 or 1 form of ID)--File Separately	
1 Retirement Cards	
Blue Total Disability Card (Wait is one year or if on with previous employer within 3 months put on with us when medical is effective)	
White Life Insurance Card (3month waiting period)	
1 Emergency Card	
Total Disability Form	
W-4 Tax Form (State and Federal)	
Check What Account Charged for Salary--Budgeted/Non-budgeted	
Verification Post Card to be sent to Previous Employer	
Automobile Card (Give to Office Services for sticker)	
Raise/Review Card	
6 Month Performance Review	
Waiver of Life Insurance	
Employment Offer Form	
Pre/Post Tax Benefit Form (Give Copy to Joyce-if Post enter into Humanics)	
Different Medical Plans (Eligible after 3 months)	
Dental Card (Eligible after 3 months)	
Travel Accident Insurance Card	
Phone Listing Memo	
New Hire Memo to Ce Ce	
Disaster Recovery Input	

ing Physics Ellipse
of ark, MD 20740-3843

el. 301-209-3100
ax 301-209-0843

TeleSec Temporary
7500 Greenway Center Drive, Suite 820
Greenbelt, MD 20770

To TeleSec Temporary Agency:

American Institute of Physics is an equal opportunity and affirmative action employer which does not discriminate on the basis of race, national origin, religion, age, color, sex, disability or veteran's status, or any other characteristic protected by local, state or federal laws, rules or regulations. The Institute's policy applies to all terms and conditions of employment. To achieve our goal of equal opportunity, the Institute maintains an affirmative action plan through which it makes good faith efforts to recruit, hire and advance in employment qualified minorities, females, disabled individuals and Vietnam era and special disabled veterans. We would appreciate TeleSec's assistance in the Institute's efforts to achieve its affirmative action and equal opportunity goals.

Member Societies:

The American Physical Society
Optical Society of America
Acoustical Society of America
The Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine

A an Vacuum Society
A an Geophysical Union

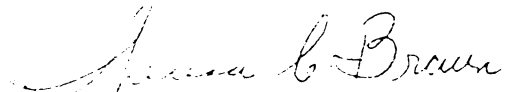
Therefore, we request that TeleSec refer qualified minorities and females for available positions at American Institute of Physics. We are a non-profit publishing organization and regularly have openings for scientific editing, accounting, research, and administrative staff.

We have attached copies of the job descriptions for these

positions to enable TeleSec to better identify qualified applicants.

Although we specifically have requested TeleSec refer minority group members and females, our Institute welcomes referrals of all qualified applicants regardless of their race, sex, age, religion, marital status, veterans status, ancestry, national origin, citizenship, disability or any other characteristic protected by law. To confirm TeleSec's intent to abide by our policies and to refer applicants without discrimination, please sign the certification below, reproduce the signed certification and return it to the Institute.

Very truly yours,



Theresa C. Braun
Dir. of Human Resources
& EEO Coordinator

WE WILL COMPLY WITH THE INSTITUTE'S AFFIRMATIVE ACTION AND
EQUAL EMPLOYMENT OPPORTUNITY POLICIES IN ALL RECRUITMENT
REFERRALS AND ACTIONS.

[NAME]

[TITLE]

DATE: _____

One Physics Ellipse
College Park, MD 20740-3843

Tel. 301-209-3100
Fax 301-209-0843

TRAK Temporary
1155 Connecticut Ave. NW
Washington, DC 20036

To TRAK Temporary Agency:

American Institute of Physics is an equal opportunity and affirmative action employer which does not discriminate on the basis of race, national origin, religion, age, color, sex, disability or veteran's status, or any other characteristic protected by local, state or federal laws, rules or regulations. The Institute's policy applies to all terms and conditions of employment. To achieve our goal of equal opportunity, the Institute maintains an affirmative action plan through which it makes good faith efforts to recruit, hire and advance in employment qualified minorities, females, disabled individuals and Vietnam era and special disabled veterans. We would appreciate TRAK Temporary's assistance in the Institute's efforts to achieve its affirmative action and equal opportunity goals.

Member Societies:

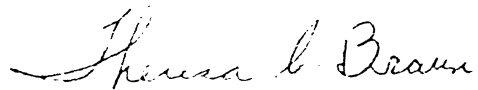
The American Physical Society
Optical Society of America
Acoustical Society of America
The Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
American Vacuum Society
American Geophysical Union

Therefore, we request that TRAK Temporary refer qualified minorities and females for available positions at American Institute of Physics. We are a non-profit publishing organization and regularly have openings for scientific editing, accounting, research, and administrative staff.

We have attached copies of the job descriptions for these positions to enable the TRAK Temporary Agency to better identify qualified applicants.

Although we specifically have requested TRAK Temporary Agency refer minority group members and females, our Institute welcomes referrals of all qualified applicants regardless of their race, sex, age, religion, marital status, veterans status, ancestry, national origin, citizenship, disability or any other characteristic protected by law. To confirm TRAK Temporary's intent to abide by our policies and to refer applicants without discrimination, please sign the certification below, reproduce the signed certification and return it to the Institute.

Very truly yours,



Theresa C. Braun
Dir. of Human Resources
& EEO Coordinator

WE WILL COMPLY WITH THE INSTITUTE'S AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICIES IN ALL RECRUITMENT REFERRALS AND ACTIONS.

[NAME]

[TITLE]

DATE: _____

Physics Ellipse
Baltimore, MD 20740-3843

t. 301-209-3100
x 301-209-0843

Lynne Palmer Agency:
342 Madison Ave., Suite 1430
New York, NY 10113

To Lynn Palmer Agency:

American Institute of Physics is an equal opportunity and affirmative action employer which does not discriminate on the basis of race, national origin, religion, age, color, sex, disability or veteran's status, or any other characteristic protected by local, state or federal laws, rules or regulations. The Institute's policy applies to all terms and conditions of employment. To achieve our goal of equal opportunity, the Institute maintains an affirmative action plan through which it makes good faith efforts to recruit, hire and advance in employment qualified minorities, females, disabled individuals and Vietnam era and special disabled veterans. We would appreciate Lynn Palmer's assistance in the Institute's efforts to achieve its affirmative action and equal opportunity goals.

Member Societies:

The American Physical Society
Optical Society of America
Acoustical Society of America
The Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine

Am Vacuum Society

Am Geophysical Union

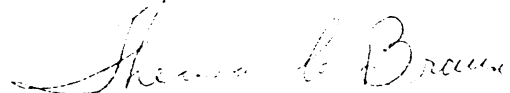
Therefore, we request that the Lynn Palmer Agency refer qualified minorities and females for available positions at American Institute of Physics. We are a non-profit publishing organization and regularly have openings for editing, accounting, research, and administrative staff.

We have attached copies of the job descriptions for these

positions to enable the Lynn Palmer Agency to better identify qualified applicants.

Although we specifically have requested the Lynn Palmer Agency refer minority group members and females, our Institute welcomes referrals of all qualified applicants regardless of their race, sex, age, religion, marital status, veterans status, ancestry, national origin, citizenship, disability or any other characteristic protected by law. To confirm the Lynn Palmer Agency's intent to abide by our policies and to refer applicants without discrimination, please sign the certification below, reproduce the signed certification and return it to the Institute.

Very truly yours,



Theresa C. Braun
Dir. of Human Resources
& EEO Coordinator

WE WILL COMPLY WITH THE INSTITUTE'S AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICIES IN ALL RECRUITMENT REFERRALS AND ACTIONS.

[NAME]

[TITLE]

DATE: _____

One Physics Ellipse
College Park, MD 20740-3843

Tel. 301-209-3100
Fax 301-209-0843

March 27, 1996

Laurie A. Wood, Coordinator
Career Services Office--CUA
Washington, DC 20064

Dear Ms. Wood:

I would like to list the following job with your **Specialized Job Referral Service**:

JOB TITLE: Payroll Specialist--Full Time Position
SALARY: High \$20,000 depending on experience
RESPONSIBILITIES: Assist in all aspects of bi-weekly payroll, tax preparation, input new vendor information, prepare analyses of general ledger accounts; any other tasks and responsibilities assigned by Payroll Manager.
QUALIFICATIONS: 3 + years experience in computerized payroll functions; college level Accounting courses are a plus.

SEND RESUME TO: American Institute of Physics
Attn: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

The American Institute of Physics is an Equal Opportunity Employer.

Please post this job until April 19, 1996 unless otherwise notified. Thank you for your assistance.

Sincerely,

Melinda Underwood

Melinda Underwood
Personnel Assistant

Member Societies:

The American Physical Society
Optical Society of America
Acoustical Society of America
The Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
American Vacuum Society
American Geophysical Union

Post-it [™] Fax Note 7671		Date 3/27/96	# of pages 1
To Laurie Wood	From M Underwood		
Co./Dept.	Co.		
Phone # CUA	Phone # (301) 209-3044		
Fax #	Fax #		

One Physics Ellipse
College Park, MD 20740-3843

tel. 301-209-3100
fax 301-209-0843

March 22, 1996

Lauri A. Wood, Coordinator
Career Services Office--CUA
Washington, DC 20064

Dear Ms. Wood:

I would like to list the following job with your **Specialized Job Referral Service**:

JOB TITLE: Information Specialist--Full Time Position
SALARY: Low to mid \$30,000.
RESPONSIBILITIES: Provide support for Internet Publishing services--World Wide Web, Pinet Plus, FTP, Gopher and listserver applications. Administer and maintain current Internet services; assist with design and development of new Internet publishing applications.

QUALIFICATIONS: BA or equivalent work experience. Minimum one year experience with electronic publishing technology, including Internet and WWW, HTML and e-mail. Basic working experience with Personal computers and UNIX systems. Strong interpersonal skills.

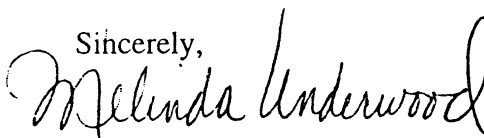
SEND RESUME TO: American Institute of Physics
Attn: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

The American Institute of Physics is an Equal Opportunity Employer.

Please post this job until April 12, 1996 unless otherwise notified. Thank you for your assistance.

Member Societies:

The American Physical Society
Optical Society of America
Acoustical Society of America
The Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
Vacuum Society
American Geophysical Union

Sincerely,

Melinda Underwood
Personnel Assistant

Post-it™ Fax Note 7671		Date	3/22/96	# of pages	1
To	Charles	From	M. Underwood		
Co./Dept	Services	Co.			
Phone #		Phone #	(301) 209-3044		
Fax #	CUA	Fax #			

One Physics Ellipse
College Park, MD 20740-3843
Tel. 301-209-3100
Fax 301-209-0843

11 June 1996

Career Services
Howard University
Washington, DC

I would like to list the following job with your Career Services:

JOB TITLE: Library Preservation Assistant (15 hrs wk, flexible, through 12/96)

SALARY: \$7 - \$10 hour

RESPONSIBILITIES: Help with monograph and archival collections - tasks include basic book preservation work (hinge repair, book repair prep work, tape preservation, photocopying, filing.

QUALIFICATIONS: Prefer Bachelor's Degree or previous experience in library/archives.

SEND RESUME TO: American Institute of Physics
Att: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

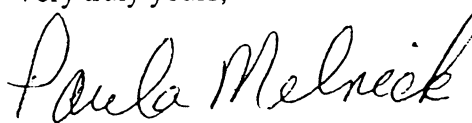
The American Institute of Physics is an Equal Opportunity Employer.

Please post this job for three weeks, unless otherwise notified.

Member Societies:

the American Physical Society
Optical Society of America
Acoustical Society of America
the Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
the Vacuum Society
American Geophysical Union

Very truly yours,



Paula Melnick
Personnel Representative

One Physics Ellipse
College Park, MD 20740-3843
Tel. 301-209-3100
Fax 301-209-0843

31 May 1996

Career Services
Howard University
Washington, DC

I would like to list the following job with your Career Services:

JOB TITLE: Survey Coder (full-time Summer; part-time Fall)

SALARY: \$8-\$9 hour

RESPONSIBILITIES: Assist with research projects; coding and sorting of questionnaires; provide clerical support.

QUALIFICATIONS: Some college or equivalent necessary for questionnaire interpretation. Familiarity with education and science; must be detail-oriented.

SEND RESUME TO: American Institute of Physics
Att: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

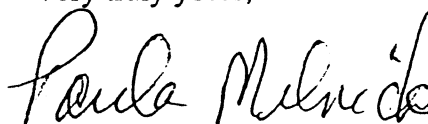
The American Institute of Physics is an Equal Opportunity Employer

Please post this job until June 24, 1996, unless otherwise notified.

Member Societies:

American Physical Society
Acoustical Society of America
Acoustical Society of America
Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
American Vacuum Society
American Geophysical Union

Very truly yours,



Paula Melnick
Personnel Representative

One Physics Ellipse
College Park, MD 20740-3843

Tel. 301-209-3100
Fax 301-209-0843

March 22, 1996

Sam Hall, Career Services
Howard University
Washington, DC

Dear Mr. Hall:

I would like to list the following job with your **Career Services**:

JOB TITLE: Information Specialist--Full Time Position
SALARY: Low to mid \$30,000.
RESPONSIBILITIES: Provide support for Internet Publishing services--World Wide Web, Pinet Plus, FTP, Gopher and listserver applications. Administer and maintain current Internet services; assist with design and development of new Internet publishing applications.

QUALIFICATIONS: BA or equivalent work experience. Minimum one year experience with electronic publishing technology, including Internet and WWW, HTML and e-mail. Basic working experience with Personal computers and UNIX systems. Strong interpersonal skills.

SEND RESUME TO: American Institute of Physics
Attn: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

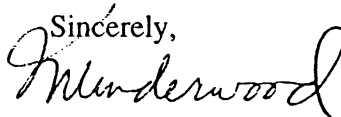
The American Institute of Physics is an Equal Opportunity Employer.

Please post this job until April 12, 1996 unless otherwise notified. Thank you for your assistance.

Member Societies:

The American Physical Society
Optical Society of America
Acoustical Society of America
The Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
American Vacuum Society
American Geophysical Union

recycled paper

Sincerely,

Melinda Underwood
Personnel Assistant

Post-it™ Fax Note		7671	Date	3/22	# of pages	1
To	Career Services		From	Melinda Underwood		
Co./Dept	Htl		Co.	(301)		
Phone #			Phone #	209-3044		
Fax #			Fax #			

One Physics Ellipse
College Park, MD 20740-3843

Tel. 301-209-3100
Fax 301-209-0843

March 27, 1996

Sam Hall, Career Services
Howard University
Washington, DC

Dear Mr. Hall:

I would like to list the following job with your Career Services:

JOB TITLE: Payroll Specialist--Full Time Position
SALARY: High \$20,000 depending on experience
RESPONSIBILITIES: Assist in all aspects of bi-weekly payroll, tax preparation, input new vendor information, prepare analyses of general ledger accounts; any other tasks and responsibilities assigned by Payroll Manager.
QUALIFICATIONS: 3 + years experience in computerized payroll functions; college level Accounting courses are a plus.

SEND RESUME TO: American Institute of Physics
Attn: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

The American Institute of Physics is an Equal Opportunity Employer.

Please post this job until April 19, 1996 unless otherwise notified. Thank you for your assistance.

Member Societies:

The American Physical Society
Optical Society of America
Acoustical Society of America
The Society of Rheology
American Association of Physics Teachers
American Crystallographic Association
American Astronomical Society
American Association of Physicists in Medicine
American Vacuum Society
American Geophysical Union

recycled paper

Sincerely,

Melinda Underwood
Melinda Underwood
Personnel Assistant

Post-it™ Fax Note		7671	Date	3/27	# of pages	1
To	Career Services		From	M Underwood		
Co./Dept			Co.			
Phone #			Phone #	301-209-3044		
Fax #			Fax #			

One Physics Ellipse
College Park, MD 20740-3843

Tel. 301-209-3100
Fax 301-209-0843

March 22, 1996

Melvin Hall, Career Services
University District of Columbia
Washington, DC

Dear Mr. Hall:

I would like to list the following job with your **Career Services**:

JOB TITLE: Information Specialist--Full Time Position
SALARY: Low to mid \$30,000.
RESPONSIBILITIES: Provide support for Internet Publishing services--World Wide Web, Pinet Plus, FTP, Gopher and listserver applications. Administer and maintain current Internet services; assist with design and development of new Internet publishing applications.

QUALIFICATIONS: BA or equivalent work experience. Minimum one year experience with electronic publishing technology, including Internet and WWW, HTML and e-mail. Basic working experience with Personal computers and UNIX systems. Strong interpersonal skills.

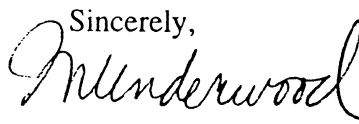
SEND RESUME TO: American Institute of Physics
Attn: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

The American Institute of Physics is an Equal Opportunity Employer.

Please post this job until April 12, 1996 unless otherwise notified. Thank you for your assistance.

Member Societies:

The American Physical Society
Optical Society of America
Acoustical Society of America
The Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
American Vacuum Society
American Geophysical Union

Sincerely,

Melinda Underwood
Personnel Assistant

Post-it™ Fax Note 7671		Date 3/22/96	# of pages 1
To	From	Melinda Underwood	
Co./Dept. Career Services	Co.		
Phone # UDC	Phone #	301-209-3044	
Fax #	Fax #		

One Physics Ellipse
College Park, MD 20740-3843

Tel. 301-209-3100
Fax 301-209-0843

March 27, 1996

Melvin Hall, Career Services
University District of Columbia
Washington, DC

Dear Mr. Hall:

I would like to list the following job with your **Career Services**:

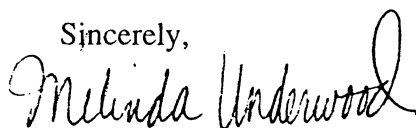
JOB TITLE: Payroll Specialist--Full Time Position
SALARY: High \$20,000 depending on experience
RESPONSIBILITIES: Assist in all aspects of bi-weekly payroll, tax preparation, input new vendor information, prepare analyses of general ledger accounts; any other tasks and responsibilities assigned by Payroll Manager.
QUALIFICATIONS: 3 + years experience in computerized payroll functions; college level Accounting courses are a plus.

SEND RESUME TO: American Institute of Physics
Attn: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

The American Institute of Physics is an Equal Opportunity Employer.

Please post this job until April 19, 1996 unless otherwise notified. Thank you for your assistance.

Sincerely,



Melinda Underwood
Personnel Assistant

Member Societies:

The American Physical Society
Optical Society of America
Acoustical Society of America
The Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
American Vacuum Society
American Geophysical Union

Post-it™ Fax Note		7671	Date	3/27	# of pages	1
To			From	M Underwood		
Co./Dept.	Career Services		Co.			
Phone #			Phone #	(301) 209-3044		
Fax #			Fax #			

One Physics Ellipse
College Park, MD 20740-3843

tel. 301-209-3100
fax 301-209-0843

29 August 1996

Fort Mead, Career Services
Attn: Liz
Fort Mead, MD

I would like to list the following job with your Career Services:

JOB TITLE: Senior Staff Assistant-Day Care Center

SALARY: \$17,700-22,450-26,700

RESPONSIBILITIES: Maintain appropriate, quality interactions with children, parents and fellow staff; maintain state and center health/safety procedures for children and group; plan activity sheets; work as a team with staff in center. This position works a 40 hour week.

QUALIFICATIONS: Minimum requirement - 90 hour course in early childhood development, with curriculum appropriate to meet state requirements; prior experience working with infants, toddlers and pre-schoolers; a background check and health exam will be required.

SEND RESUME TO: American Institute of Physics
Att: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

The American Institute of Physics is an Equal Opportunity Employer.

Member Societies:

The American Physical Society
Optical Society of America
Acoustical Society of America
The Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
American Vacuum Society
American Geophysical Union

Very truly yours,



Paula Melnick
Personnel Representative

One Physics Ellipse
College Park, MD 20740-3843

Tel. 301-209-3100
Fax 301-209-0843

March 27, 1996

Fort Mead, Career Services
Attn: Liz
Fort Mead, MD

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JOB TITLE: Payroll Specialist--Full Time Position
SALARY: High \$20,000 depending on experience
RESPONSIBILITIES: Assist in all aspects of bi-weekly payroll, tax preparation, input new vendor information, prepare analyses of general ledger accounts; any other tasks and responsibilities assigned by Payroll Manager.
QUALIFICATIONS: 3 + years experience in computerized payroll functions; college level Accounting courses are a plus.
SEND RESUME TO: American Institute of Physics
Attn: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

The American Institute of Physics is an Equal Opportunity Employer.

Please post this job until April 19, 1996 unless otherwise notified. Thank you for your assistance.

Sincerely,



Melinda Underwood
Personnel Assistant

Member Societies:

The American Physical Society
Optical Society of America
Acoustical Society of America
The Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
Am Vacuum Society
Am Geophysical Union

Post-it™ Fax Note	7671	Date	3/27/96	# of pages	1
To	Liz	From	MUnderwood		
Co./Dept.	Ft. Mead	Co.			
Phone #		Phone #	(301) 209-3044		
Fax #	677-5676	Fax #			

One Physics Ellipse
College Park, MD 20740-3843

Tel. 301-209-3100
Fax 301-209-0843

March 22, 1996

Fort Mead, Career Services
Attn: Liz
Fort Mead, MD

Dear Liz:

I would like to list the following job with your **Career Services**:

JOB TITLE: Information Specialist--Full Time Position
SALARY: Low to mid \$30,000.
RESPONSIBILITIES: Provide support for Internet Publishing services--World Wide Web, Pinet Plus, FTP, Gopher and listserver applications. Administer and maintain current Internet services; assist with design and development of new Internet publishing applications.

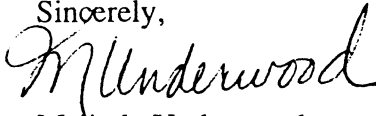
QUALIFICATIONS: BA or equivalent work experience. Minimum one year experience with electronic publishing technology, including Internet and WWW, HTML and e-mail. Basic working experience with Personal computers and UNIX systems. Strong interpersonal skills.

SEND RESUME TO: American Institute of Physics
Attn: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

The American Institute of Physics is an Equal Opportunity Employer.

Please post this job until April 12, 1996 unless otherwise notified. Thank you for your assistance.

- Member Societies:**
- The American Physical Society
 - Optical Society of America
 - Acoustical Society of America
 - The Society of Rheology
 - American Association of Physics Teachers
 - American Crystallographic Association
 - American Astronomical Society
 - American Association of Physicists in Medicine
 - American Vacuum Society
 - American Geophysical Union

Sincerely,

Melinda Underwood
Personnel Assistant

faxed
3/25/96

One Physics Ellipse
College Park, MD 20740-3843

Tel: 301-209-3100
Fax 301-209-0843

5 September 1996

Laurie Wood, Coordinator
Career Services Office-CUA
Washington, DC 20064

I would like to list the following job with your Career Services:

JOB TITLE: Senior Staff Assistant-Day Care Center

SALARY: \$17,700-\$18,000 annually

RESPONSIBILITIES: Maintain appropriate, quality interactions with children, parents and fellow staff; maintain state and center health/safety procedures for children and group; plan activity sheets; work as a team with staff in center. This position works a 40 hour week.

QUALIFICATIONS: Minimum requirement - 90 hour course in early childhood development, with curriculum appropriate to meet state requirements; prior experience working with infants, toddlers and pre-schoolers; a background check and health exam will be required.

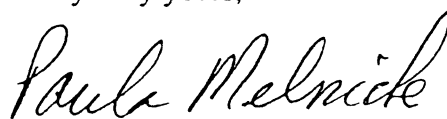
SEND RESUME TO: American Institute of Physics
Att: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

The American Institute of Physics is an Equal Opportunity Employer.

Member Societies:

The American Physical Society
Optical Society of America
Acoustical Society of America
The Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
Vacuum Society
Geophysical Union

Very truly yours,



Paula Melnick
Personnel Representative

One Physics Ellipse
College Park, MD 20740-3843

tel. 301-209-3100
fax 301-209-0843

5 September 1996

William McCarthy
Assistant Director, Co-op Education
George Washington University

I would like to list the following job with your Career Services:

JOB TITLE: Research Assistant
(Part-time through 12/31/96 - may last longer)

SALARY: \$12.00 hour

RESPONSIBILITIES: Update and maintain database using database packages. Help implement procedures for verifying and coding returns. Use statistical programs to analyze returns.

QUALIFICATIONS: Experience with data collection procedures, statistical programs, and database packages. Familiar with graphics packages; knowledge of Unix a plus.

SEND RESUME TO: American Institute of Physics
Att: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

The American Institute of Physics is an Equal Opportunity Employer.

Member Societies:

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Optical Society of America

Acoustical Society of America

The Society of Rheology

American Association of
Physics Teachers

American Crystallographic
Association

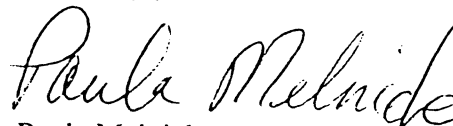
American Astronomical Society

American Association of
Physicists in Medicine

American Vacuum Society

American Geophysical Union

Very truly yours,



Paula Melnick
Personnel Representative



**American Institute of Physics
INCORPORATED**

One Physics Ellipse, College Park, MD 20740-3843
Purchasing 516-576-2216 Fax 516-349-7669

TAX EXEMPT NO'S - M.D.-31125710 N.J.-EO-131-667-053/000
N.Y.-EX-100609 D.C.-8922-0085781-001

**PURCHASE
ORDER #**

REV

TYPE

**58
PAGE**

SHIP TO:

DATE:

VENDOR:

BILL TO:

DELIVERY

REQ.

ACCT.

FOB

TERMS

**Purchase Order No. must appear on
all invoices, packages, packing lists
and correspondence. Packing list
must accompany each order.**

**NO DELIVERIES ACCEPTED
BETWEEN 12 & 1 AND
AFTER 4:00 P.M.**

ITEM	DESCRIPTION	QTY	UM	UNIT PRICE	AMOUNT
VOID					

TOTAL

The American Institute of Physics is an equal employment opportunity employer and is a federal contractor. Consequently, the parties agree that they will comply with Executive Order 11246, the Vietnam-Era Veterans Readjustment assistance Act of 1974 and the Vocational Rehabilitation Act of 1973 and also agree that these laws are incorporated herein by this reference.

**PURCHASING
AGENT**

Physics Ellipse
Park, MD 20740-3843

Tel. 301-209-3028
Fax 301-209-0847

E-mail: tcb@aip.org

August 22, 1996

PRIME ATOMIC ENVELOPE
240 ANDERSON AVE.
MOONACHIE, NJ 07074

RE: Vendor Certification of Compliance with Equal Employment Opportunity Policy

Dear Sir or Madame:

As part of the American Institute of Physics' compliance with Executive Order 11246, Section 503 of the Vocational Rehabilitation Act, the Vietnam Era Veterans Readjustment Assistance Act, and their implementing regulations, we require that you, as a contractor doing business with the American Institute of Physics complete the enclosed Equal Employment Opportunity Compliance Certification and return the executed form to me within 15 days following your receipt thereof. The equal employment opportunity clauses (Attachments A through G) will be included by reference in all purchase orders, leases, contract.

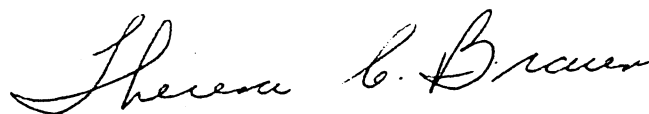
Please call me if you have questions or require any assistance in completing the enclosed forms.

Member Societies:

The American Physical Society
Optical Society of America
Acoustical Society of America
The Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
American Vacuum Society
American Geophysical Union

TCB/sfl

Very truly yours,



Theresa C. Braun
Director of Human Resources
EEO Coordinator

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE CERTIFICATION

The undersigned (hereinafter referred to as the "contractor"), a supplier of goods, equipment, materials or services to the American Institute of Physics, agrees and certifies that, as part of all contracts, leases, purchase orders, etc., awarded, it will:

1. ☐ Comply with the requirements of Executive Order 11246, and its implementing regulations, Executive Order 11141 and the OFCCP's regulations and the Uniform Guidelines on Employee Selection Procedures in all contracts or purchase orders awarded by the American Institute of Physics (Attachment A):

 ☐ Is exempt for the following reason: _____

2. ☐ Complete and comply with the certification of nonsegregated facilities (Attachment B):

 ☐ Is exempt for the following reason: _____

3. ☐ Complete and submit the certification of Affirmative Action Program Compliance (Attachment C):

 ☐ Is exempt for the following reason: _____

4. ☐ Complete and submit the certification of its filing of annual compliance reports (Attachment D):

 ☐ Is exempt for the following reason: _____

5. ☐ Comply with the requirements of Section 503 of Rehabilitation Act of 1973, and its implementing regulations, and incorporate the attached Affirmative Action for Handicapped Workers clause in all contracts or purchase orders awarded by the American Institute of Physics (Attachment E):

 ☐ Is exempt for the following reason: _____

6. () Comply with the requirements of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and its implementing regulations, and incorporate the Employment of Veterans clause in all contracts or purchase orders awarded by American Institute of Physics (Attachment F);

() Is exempt for the following reason: _____

7. () Comply, if applicable, with the requirements of Executive Order 11625 (National Program for Minority Business Enterprises) and incorporate the Utilization of Minority Business Enterprises clause in all contracts or purchase orders awarded by American Institute of Physics (Attachment G);

() Is exempt for the following reason: _____

The contractor and American Institute of Physics hereby agree to incorporate Attachment A through G in all existing and future contracts or subcontracts, including, but not limited to, leases, purchase agreements and contracts.

Contractor _____ By: _____

Date: _____ Title: _____

Authorization _____

AMERICAN INSTITUTE OF PHYSICS

By: _____
 Theresa C. Braun
 Director of Human Resources
 and EEO Coordinator

Date: _____

Note: Anyone knowingly and willfully making a false, fictitious or fraudulent representation may be liable to criminal prosecution under 18 U.S. Code Sec. 1001.

ATTACHMENT A

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The contractor will include the provisions of paragraphs (1) through (7), hereof, in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor, so that such provision will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance. In the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

ATTACHMENT B

The contractor hereby certifies that it does not and will not maintain or provide any facilities for its employees in a segregated manner, or permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. Further, the contractor shall obtain a similar certification of nonsegregated facilities prior to the award of any contract or subcontract which is subject to Executive Order 11246 and shall provide a copy thereof to the Association.

This clause prohibits segregation on the basis of race, color, religion or national origin and applies to all contracts, regardless of the amount thereof. The term "facilities" includes, but is not limited to, waiting rooms, work areas, restaurants and other eating areas, time clocks, parking lots, drinking fountains, recreation or entertainment areas, transportation, employer-provided housing, washrooms, locker rooms or other storage or dressing areas.

ATTACHMENT C

The contractor certifies that it has developed a written affirmative action compliance program for each of its establishments consistent with the rules and regulations published by the Department of Labor in 41 C.F.R. Chapter 60 and agrees to require a similar certification from each of its nonexempt subcontractors. Such an affirmative action program shall contain a set of specific and result-oriented procedures the objective of which shall be the achievement of equal employment opportunity. An acceptable affirmative action program must include, inter alia, an analysis of areas within which the contractor is deficient in the utilization of minority groups and women and, further, goals and timetables to which the contractor's good faith efforts must be directed to correct any deficiencies and, thus to achieve prompt and full utilization of minorities and women, at all levels and in all segments of his work force where deficiencies exist.

The contractor's affirmative action plan shall be summarized and updated annually and the program summary shall be submitted to the Office of Federal Contract Compliance Programs (OFCCP) on the anniversary date of the contractor's affirmative action program.

non-veterans. The listing of employment openings does not require the hiring of any particular ~~job~~ applicant or from any particular group of job applicants, and nothing herein is intended to relieve the contractor from any requirements in Executive Orders or regulations regarding nondiscrimination in employment.

- (d) The reports required by paragraph (b) of this clause shall include, but not be limited to, periodic reports which shall be filed at least quarterly with the appropriate local office or, where the contractor has more than one hiring location in a State, with the central office of that State employment service. Such reports shall indicate for each hiring location (1) the number of individuals hired during the reporting period, (2) the number of non-disabled veterans of the Vietnam era hired, (3) the number of disabled veterans of the Vietnam era hired, and (4) the total number of disabled veterans hired. The reports should include covered veterans hired for on-the-job training under 38 U.S.C. 1787. The contractor shall submit a report within 30 days after the end of each reporting period wherein any performance is made on this contract identifying data for each hiring location. The contractor shall maintain at each hiring location copies of the reports submitted until the expiration of one year after final payment under the contract, during which time these reports and related documentation shall be made available, upon request, for examination by any authorized representatives of the contracting officer or of the Secretary of Labor. Documentation would include personnel records respecting job openings, recruitment and placement.
- (e) Whenever the contractor becomes contractually bound to the listing provisions of this clause, it shall advise the employment service system in each State where it has establishments of the name and location of each hiring location in the State. As long as the contractor is contractually bound to these provisions and has so advised the State system, there is no need to advise the State system of subsequent contracts. The contractor may advise the State system when it is no longer bound by this contract clause.
- (f) This clause does not apply to the listing of employment openings which occur and are filled outside of the 50 States, the District of Columbia, Puerto Rico, Guam, and the Virgin Islands.
- (g) The provisions of paragraphs (b), (c), (d), and (e) of this clause do not apply to openings which the contractor proposes to fill from within his own organization or to fill pursuant to a customary and traditional employer-union hiring arrangement. This exclusion does not apply to a particular opening once an employer decides to consider applicants outside of his own organization or employer-union arrangement for that opening.
- (h) As used in this clause: (1) "All suitable employment openings" includes, but is not limited to, openings which occur in the following job categories: Production and non-production; plant and office; laborers and mechanics; supervisory and non-supervisory; technical; and executive, administrative, and professional openings as are compensated on a salary basis of less than \$25,000 per year. This term includes full-time employment, temporary employment of more than three days' duration, and part-time employment. It does not include openings which the contractor proposes to fill from within his own organization or to fill pursuant to a customary and traditional employer-union hiring arrangement nor openings in an educational institution which are restricted to students of that institution. Under the most compelling circumstances an employment opening may not be suitable for listing, including such situations where the needs of the Government cannot reasonably be otherwise supplied, where listing would be contrary to national security, or where the requirement of listing would otherwise not be for the best interest of the Government.
- (2) "Appropriate office of the State employment service system" means the local office of the Federal-State national system of public employment offices with assigned responsibility for serving the area where the employment opening is to be filled, including the District of Columbia, Guam, Puerto Rico, and the Virgin Islands.
- (3) "Openings which the contractor proposes to fill from within his own organization" means employment openings for which no consideration will be given to persons outside the contractor's organization (including any affiliates, subsidiaries, and the parent companies) and includes any openings which the contractor proposes to fill from regularly established "recall" lists.
- (4) "Openings which the contractor proposes to fill pursuant to a customary and traditional employer-union hiring arrangement" means employment openings which the contractor proposes to fill from union halls, which is part of the customary and traditional hiring relationship which exists between the contractor and representatives of his employees.
- (i) The contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.
- (j) In the event of the contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations and relevant orders of the Secretary of Labor issued pursuant to the act.
- (k) The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, provided by or through the contracting officer. Such notice shall state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified "disabled veterans of the Vietnam era for employment, and the rights of applicants and employees.

Application for Employment

64

PLEASE PRINT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application ____/____/____

Referral Source ☐ Advertisement ☐ Employee ☐ Relative ☐ Government Employment Agency
☐ Walk-in ☐ Private Employment Agency ☐ Other _____

Name of source (if applicable) _____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Telephone # () _____ Mobile/Beeper/Other Phone # () _____ Social Security # _____

If necessary, best time to call you at home is _____ : _____ AM PM

May we contact you at work? _____ ☐ Yes ☐ No

If yes, work number and best time to call _____ () _____ : _____ AM PM

If you are under 18 and it is required, can you furnish a work permit? _____ ☐ Yes ☐ No

If no, please explain _____

Have you submitted an application here before? _____ ☐ Yes ☐ No

If yes, give date(s) _____ / ____/ ____

Have you ever been employed here before? _____ ☐ Yes ☐ No

If yes, give dates _____ From ____/____/____ To ____/____/____

Are you legally eligible for employment in this country? _____ ☐ Yes ☐ No

Date available for work _____ / ____/ ____

Type of employment desired ☐ Full-Time ☐ Part-Time ☐ Temporary ☐ Seasonal ☐ Educational Co-Op

Will you relocate if job requires it? _____ ☐ Yes ☐ No Will you travel if job requires it? _____ ☐ Yes ☐ No

Are you able to meet the attendance requirements of the position? _____ ☐ Yes ☐ No

Will you work overtime if required? _____ ☐ Yes ☐ No

If no, please explain _____

Have you ever been bonded? _____ ☐ Yes ☐ No

Have you been convicted of a crime in the last seven (7) years? _____ ☐ Yes ☐ No

If yes, please explain _____

CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. EACH INSTANCE AND EXPLANATION WILL BE CONSIDERED IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING.

Driver's license number if driving is an essential job function _____ State _____

Employment History

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	
EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	
EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	
EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	
EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	

Comments INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT

Skills and Qualifications - Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background IF JOB-RELATED

66

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major field of study. F. Minor field of study (if applicable).

A. SCHOOL	B. YEARS COMPLETED	C. DEGREE DIPLOMA	D. GPA CLASS RANK	E. MAJOR	F. MINOR

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

NAME	TELEPHONE	YEARS KNOWN
	()	
	()	
	()	

Additional Information

List professional, trade, business, or civic associations and any offices held.

EXCLUDE MEMBERSHIPS WHICH WOULD REVEAL SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE, COLOR, DISABILITY OR ANY OTHER SIMILARLY PROTECTED STATUS.

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards, etc.

EXCLUDE INFORMATION WHICH WOULD REVEAL SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE, COLOR, DISABILITY OR OTHER PROTECTED STATUS. _____

List any additional information you would like us to consider. _____

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____ Date ____/____/____



Call toll free 1-800-999-9111 to reorder Application for Employment (Long Form) #R5A-0501 D
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SEX DISCRIMINATION POLICY

In accordance with our policy of equal employment opportunity, we have adopted the following policy prohibiting sex discrimination and sexual harassment in the workplace. In addition to continued adherence to the goals enunciated in our Affirmative Action and Equal Employment Opportunity Policy, we will also continue to do the following:

1. Recruitment and Advertisement

- (a) Recruit men and women for all positions, except where sex is a bona fide occupational qualification, without regard to the applicant's or candidate's sex.
- (b) Ensure that "help-wanted" advertising does not express a sex preference for any job, unless sex is a bona fide occupational qualification for that job.
- (c) Refrain from placing advertisements in newspapers or other media which are labelled "Males" or "Females," or otherwise segregated by sex, unless sex is a bona fide occupational qualification.

2. Job Policies and Practices

- (a) Review personnel policies to avoid discrimination on the basis of sex.
- (b) Consider employees and applicants of both sexes for assignment, transfer or promotion to all positions for which they are qualified, except where sex is a bona fide occupational qualification.
- (c) Administer employment opportunities, wages, hours, conditions of employment, pensions, recreation programs, and employee benefits without regard to sex.
- (d) Consider married and unmarried men and women equally in all personnel actions, including the administration of wages and benefits, without regard to the number of dependents which an individual may support or maintain.

Retirement age and retirement benefits will be equal for both sexes.

- (e) Provide appropriate facilities, e.g., rest rooms and locker areas, for employees and applicants of both sexes.
- (f) Refrain from reliance upon state laws which conflict with Title VII of the Civil Rights Act of 1964, as amended, or Executive Order 11246, and are superseded thereby.
- (g) Provide leaves of absence to employees, without regard to an employee's sex. No employee will be discriminated against because of pregnancy. Following childbirth, and upon signifying her intent to return within a reasonable time, the Company will reinstate such employee to her original job or to a position of like status and pay, without loss of service credits.

3. Seniority

Consider employees' seniority and administer any seniority system without regard to employees' sex.

4. Discriminatory Wages

Determine wage schedules without regard to sex. There will be equal pay for equal work.

5. Sexual Harassment

The EEO Coordinator shall notify all supervisors and managers that they are prohibited from engaging in, tolerating or otherwise promoting unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by employees or supervisors, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The EEO Coordinator shall take reasonable steps to prevent sexual harassment from occurring,

including, but not limited to, expressing strong disapproval of such conduct, developing appropriate sanctions, informing employees of their right to raise the issue of sexual harassment under Title VII and the procedure therefor, and, generally, developing programs to sensitize managers, supervisors and employees to the nature of this problem.

6. Definition

The terms "because of sex", on "the basis of sex" and "regardless of sex" include, but are not limited to, because of or on the basis of pregnancy, childbirth or related medical conditions. Women affected by pregnancy, childbirth or related medical or physical conditions shall be treated the same for all employment-related purposes, including the receipt of benefits under fringe benefit programs, as other persons who are not so affected but are similarly able or unable to work.

7. Leave Of Absence Due To Maternity

A copy of our Family and Medical Leave Act Policy and a list of employees who took maternity leave pursuant to that policy is attached at the end of this section.

INTER-OFFICE MEMORANDUM

August 5, 1993

TO: To All AIP Employees

FROM: Theresa C. Braun *Teb*

SUBJECT: FAMILY and MEDICAL LEAVE

In accordance with the Federal Government's Family/Medical Leave Act of 1993, the Institute is implementing a new Family/Medical Leave policy, which becomes effective on August 5, 1993.

Eligible employees may take up to 12 weeks of unpaid family/medical leave in a 12 month period for any of the reasons listed below. At the conclusion of your family or medical leave, you will be restored to your former position or an equivalent position, unless your former position was eliminated due to a layoff or a reduction in force.

Reasons for authorized family or medical leave:

- 1) because of the birth of a son or daughter and in order to care for such son or daughter;
- 2) because of the placement of a son or daughter with you for adoption or foster care;
- 3) in order for you to care for a family member (defined as a spouse, son, daughter or parent) with a serious health condition; or
- 4) because of your own serious health condition that renders you unable to perform the functions of your own position.

Depending upon the reason for a family/medical leave request, you may be required to take any accrued personal, vacation and sick leave as part of the 12 weeks. Additional information and applications for Family/Medical Leave may be obtained in the Personnel Division.

Family and Medical Leave Policy

The Leave Policy

You are eligible to take up to 12 weeks of unpaid family/medical leave within any 12 month period and be restored to the same or an equivalent position upon your return from leave provided you: (1) have worked for the Institute for at least 12 months, *and* for at least 1250 hours in the last 12 months; and (2) are employed at a worksite that has 50 or more employees within 75 miles of each location.

Reasons For Leave

You may take family/medical leave for any of the following reasons: (1) the birth of a son or daughter and in order to care for such son or daughter; (2) the placement of a son or daughter with you for adoption or foster care and in order to care for the newly placed son or daughter; (3) to care for a spouse, son, daughter, or parent ("covered relation") with a serious health condition; or (4) because of your own serious health condition which renders you unable to perform an essential function of your position. Leave because of reasons "1" or "2" must be completed within the 12 month period beginning on the date of birth or placement. In addition, spouses employed by the Institute who request leave because of reasons "1" or "2" or to care for an employee's parent with a serious health condition may only take a combined total of 12 weeks leave during any 12 month period.

Notice Of Leave

If your need for family/medical leave is foreseeable, you must give the Institute at least 30 days prior written notice. If this is not possible, you must at least give notice as soon as practicable (within 1 to 2 business days of learning of your need for leave). Failure to provide such notice may be grounds for delay of leave. Additionally, if you are planning a medical treatment you must consult with the Institute first regarding the dates of such treatment. Where the need for leave is not foreseeable, you are expected to notify the Institute within 1 to 2 business days of learning of your need for leave, except in extraordinary circumstances. The Institute has Request for Family/Medical Leave forms available from the Personnel Division. You should use these forms when requesting leave.

Medical Certification

If you are requesting leave because of your own or a covered relation's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from the Personnel Division. When you request leave, the Institute will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided.

The Institute, at its expense, may require an examination by a second health care provider designated by the Institute, if it reasonably doubts the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the Institute, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The Institute may require subsequent medical recertification. Failure to provide requested certification within 15 days, if such is practicable, may result in delay of further leave until it is provided.

Reporting While On Leave

If you take leave because of your own serious health condition or to care for a covered relation, you must contact the Institute on the first and third Tuesday of each month regarding the status of the condition and your intention to return to work. **In addition, you must give notice as soon as practicable (within 2 business days if feasible) if the dates of leave change or are extended or initially were unknown.**

Leave Is Unpaid

Family/medical leave is unpaid leave (although you may be eligible for short or long-term disability payments and/or workers' compensation benefits under those insurance plans which are mentioned elsewhere in the *Handbook*). If you request leave because of a birth, adoption or foster care placement of a child, any accrued paid vacation, will first be substituted for unpaid family/medical leave. If you

request leave because of your own serious health condition, or to care for a covered relation with a serious health condition, any accrued paid vacation, personal or sick leave will first be substituted for any unpaid family/medical leave. The substitution of paid leave time for unpaid leave time does not extend the 12 week leave period. Further, in no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary.

Medical And Other Benefits

During an approved family/medical leave, the Institute will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid family/medical leave, the Institute will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium. Your health care coverage will cease if your premium payment is more than 45 days late. If your payment is more than 30 days late, we will send you a letter to this effect. If we do not receive your co-payment within 15 days of this letter, your coverage will cease. If you elect not to return to work for at least 30 calendar days at the end of the leave period, you will be required to reimburse the Institute for the cost of the health benefit premiums paid by the Institute for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

Intermittent And Reduced Schedule Leave

Leave because of a serious health condition, may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If leave is unpaid, the Institute will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, the Institute may temporarily transfer you to an available alternative position which better accommodates your recurring leave and which has equivalent pay and benefits.

Returning From Leave

If you take leave because of your own serious health condition, (except if you are taking intermittent leave) you are required to provide medical certification that you are fit to resume work. You may obtain Return to Work Medical Certification Forms from the Personnel Division. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

Extended Leave For Serious Health Condition

Leave taken because of your own serious health condition may be extended on a month-to-month basis for a maximum of an additional 4 weeks upon: (1) written request to the Institute; (2) proof that the serious health condition has continued; and (3) approval by the Institute (which is subject to its business needs). If you do not return to work on the originally scheduled return date nor request in advance an extension of the agreed upon leave with appropriate documented action, you will be deemed to have voluntarily terminated your employment with the Institute. If you request an extension of your leave beyond the initial 12 week period, you must submit medical certification of your continued serious health condition in advance for each month that the leave is extended. Reinstatement is not guaranteed on an extended leave and will depend on Institute needs.

No Work While On Leave

The taking of another job while on Family/Medical Leave or any other authorized leave of absence is grounds for immediate termination.

State And Local Family And Medical Leave Laws And Other Company Policies - Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits provided by such laws will apply.

Policy: An employee may take up to 12 weeks of unpaid family/medical leave within any 12 month period and be restored to the same or an equivalent position upon return from leave provided that the employee:

- 1) has worked for the Institute for at least 12 months and for at least 1,250 hours in the last 12 months, and
- 2) is employed at a work site that has 50 or more employees within 75 miles

Reasons for Leave:

- 1) the birth of a son or daughter and in order to care for such son or daughter;
- 2) the placement of a son or daughter with the employee for adoption or foster care and in order to care for the newly placed son or daughter;
- 3) to care for a spouse, son, daughter or parent ("covered relation") with a serious health condition; or
- 4) because of an employee's own serious health condition that renders them unable to perform an essential function of their position.

Leave because of reasons "1" or "2" must be completed within the 12 month period beginning on the date of birth or placement. In addition, spouses employed by the Institute who request leave because of reasons "1" or "2" or to care for an employee's parent with a serious health condition may only take a combined total of 12 weeks leave during any 12 month period.

Employees who are not eligible for an FMLA leave (i.e., they have not worked the requisite 12 months and 1,250 hours) may be granted leave up to 6 weeks for their own serious health condition.

Authority:

Approved: Management Committee Date: 5/95

Procedure:

1. Notice of Leave: If the need for family/medical leave is foreseeable, at least 30 days prior written notice must be given. If this is not possible, notice must be given as soon as practicable (within 1 to 2 business days of learning of the need for leave). Failure to provide such notice may be grounds for delay of leave. If medical treatment is planned, an employee should first consult with the Institute regarding the dates of such treatment.

When the need for family/medical leave is not foreseeable, notice should be given within 1 to 2 business days of learning of the need for leave, except in extraordinary circumstances. Request for Family/Medical Leave forms are available in Human

Resources; this form should be completed when requesting leave.

2. Medical Certification: If leave is requested because of an employee's own or a covered relation's serious health condition, the employee and relevant health care provider must supply appropriate medical certification. Medical Certification Forms are available in Human Resources and must be completed and returned no later than 15 days after leave is requested. When it is possible to provide at least 30 days notice of medical leave, medical certification should also be provided before leave begins.

Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided.

The Institute may, at its expense, require an examination by a second health care provider designated by the Institute, if it reasonably doubts the medical certification initially provided. If the second health care provider's opinion conflicts with the original medical certification, the Institute may, at its expense, require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The Institute may require subsequent medical recertification. Failure to provide requested certification within 15 days, if such is practicable, may result in delay of further leave until it is provided.

3. Reporting While on Leave: If leave is taken because of an employee's own or a covered relation's serious health condition, the employee may be required to contact the Institute on the first and third Tuesday of each month regarding the status of the condition and the employee's intent to return to work. In addition, the employee must give notice as soon as practicable (within 2 business days if feasible) if the dates of leave change or are extended, or were initially unknown).

4. Leave is Unpaid. Family/medical leave is unpaid leave, although an employee may be eligible for short or long-term disability payments and/or workers compensation benefits under those plans.

If leave is requested because of the birth, adoption or foster care placement of a child, any accrued paid vacation or personal leave will first be substituted for unpaid family/medical leave.

If leave is requested because of an employee's own or a covered relation's serious health condition, any accrued paid vacation, personal or sick leave will first be substituted for any unpaid family/medical leave.

The substitution of paid leave time for unpaid leave time does not extend the 12 week leave period. Further, in no case can the substitution of paid leave time for unpaid leave time result in the employee's receipt of more than 100 percent of regular salary.

5. Medical and Other Benefits: During an approved family/medical leave, the Institute will maintain an employee's health benefits as if actively employed. If paid leave is substituted for unpaid family/medical leave, the Institute will continue to deduct the employee's

portion of applicable benefit premiums as a regular payroll deduction. For benefits coverage during unpaid family/medical leave, the employee will be required to pay their portion of the benefits premium by payroll deduction upon their return from leave. If an employee elects not to return to work for at least 30 calendar days at the end of the leave period, the employee will be required to reimburse the Institute for the cost of the benefit premiums paid by the Institute during the unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee's control.

6. Intermittent and Reduced Schedule Leave: Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours worked per week or day) if medically necessary. If leave is unpaid, the Institute will reduce the employee's salary based on the amount of time actually worked. In addition, while on an intermittent or reduced schedule leave, the Institute may temporarily transfer an employee to an available alternative position, with equivalent pay and benefits, that better accommodates the recurring leave.
7. Returning from Leave: If leave is requested because of an employee's own serious health condition, the employee (except if taking intermittent leave) is required to provide medical certification of fitness to resume work. Return to Work Medical Certification Forms are available in Human Resources. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

Definitions: For the purposes of this policy, the following definitions apply:

"Spouse" is defined in accordance with applicable state law of the state where the employee resides, including common law marriages where recognized by the state where the employee resides.

"Parent" includes biological parents and individuals who acted as parents, but does not include parents-in-law.

"Son" or *"daughter"* includes biological, adopted, foster children, stepchildren, legal wards and other persons for whom an employee acts in the capacity of a parent and who is under 18 years of age or over 18 years of age but incapable of caring for themselves because of a physical or mental disability.

"Serious Health Condition" means an illness, injury, impairment or physical or mental condition that involves (1) *"inpatient care"* meaning an overnight stay in a hospital, hospice or residential care facility, including any period of "incapacity" or any subsequent "treatment" in connection with such inpatient care; or (2) *"continuing treatment"* by a "health care provider," meaning an incapacity of more than three consecutive calendar days; and (3) two or more treatments by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider or by a provider of health care services (e.g., physical therapist) under orders or referral of a health care provider; or one treatment by a health care provider resulting in a "regimen of continuing treatment" under the supervision of the health care provider (e.g., prescription medication). Any period of incapacity because of pregnancy or prenatal care (even without treatment by a health care provider during the absence and even if the absence is less than 3 days: e.g., morning sickness); or any period of incapacity because of a "chronic serious condition"

(even without treatment by a health care provider during the absence and even if the absence is less than 3 days; e.g., asthma attack, migraine headaches, etc.); or any period of absence to receive multiple treatments by health care providers or the provider of health care services (under order or referral of a health care provider) for reconstructive surgery after an accident, injury, or for a condition that would likely result in a period of incapacity of more than 3 consecutive calendar days if untreated: e.g., cancer (chemotherapy), severe arthritis (physical therapy), kidney disease (dialysis). "*Continuing treatment*" means: (1) two or more treatments by a health care provider; (2) two or more treatments by a provider of health care services [e.g., physical therapist] on referral by or under orders of a health care provider; (3) at least one treatment by a health care provider resulting in a regimen of continuing treatment under the supervision of the health care provider [e.g., a program of medication or therapy]; or (4) under the supervision of, although not actively treated by, a health care provider for a serious long-term or chronic condition or disability which cannot be cured [e.g., Alzheimer's or severe stroke].

"*Health care provider*" means: (1) an MD or OD licensed by the State (or country) in which he/she practices; (2) a podiatrist, dentist, clinical psychologist, optometrist, chiropractor (limited treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist) authorized to practice under State law; (3) a nurse practitioner and nurse midwife authorized under State law; (4) a Christian Science practitioner (may be required to submit to second or third certification through examination - not treatment of a health care provider); (5) a certified social worker; (6) a health care provider also includes a health care provider who practices in a foreign country in accordance with the laws of that country and (7) any other health care provider from whom the employer or the employee's group health plan benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits.

"*Needed to care for*" a family member encompasses: (1) physical and psychological care of a child, spouse or parent with a serious health condition and (2) where the employee is needed to fill in for others providing care or to arrange for third party care of a child, spouse or parent who is receiving inpatient or home care.

The phrase "*unable to perform the functions of his/her job*" means an employee is (1) unable to work at all, or (2) unable to perform any one of the essential functions of his/her position at the time notice is given or leave commenced, whichever is earlier. The term "*essential functions*" is borrowed from the Americans with Disabilities Act (ADA) to mean "the fundamental job duties of the employment position," but does not include the marginal functions of the position.

1996 DISABILITY/MATERNITY CLAIMS

Tara Strafford	Sr. Staff-Day Care	\$20,100 yr	4/08/96-06/23/96
Mary Lassiter	Communication/ User Support	\$34,800 yr	09/02/96-present
Sonja Lopez	Supervisors-SPS	\$43,300 yr	06/06/96-06/14/96

* Each employees returned from maternity leave to the job from which they took leave and at the same rate of pay.

Optical Physics Ellipse
College Park, MD 20740-3843

Tel. 301-209-3100
Fax 301-209-0843

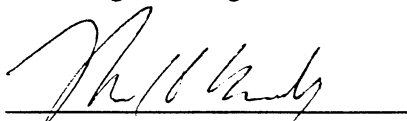
SEXUAL HARASSMENT POLICY

It is the Institute's policy to prohibit harassment of one employee by another employee or supervisor on the basis of sex. The purpose of this policy is not to regulate our employees' personal morality. It is to assure that, in the work place, no one is harassed on the basis of sex. While it is not easy to define precisely what harassment is, it certainly includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, such as uninvited touching or sexually-related comments.

All members of management will be held accountable for the effective administration of this policy. Any employee who feels that he or she has been subjected to sexual harassment or any employee, manager or supervisor who becomes aware of possible sexual harassment, should immediately advise Theresa Braun, the EEO Coordinator, or any other supervisor with whom you feel comfortable.

Every report of actual or perceived sexual harassment will be investigated and corrective action will be considered where appropriate. No one will be retaliated against for making any report under this policy.

Violations of this policy will not be permitted and will result in discipline up to and including discharge.



Marc H. Brodsky
Executive Director/CEO

Member Societies:

The American Physical Society
Optical Society of America
Acoustical Society of America
The Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
American Vacuum Society
American Geophysical Union

Harassment

The Institute prohibits harassment of one employee by another employee, supervisor or third party on the basis of race, religious creed, color, age, sex, sexual orientation, marital or veteran status, national origin, citizenship, ancestry, or mental or physical disability.

While it is not easy to define precisely what harassment is, it certainly includes teasing, slurs, epithets, threats, derogatory comments, unwelcome jokes or advances, suggestive behavior and/or verbal or physical conduct including, but not limited to, drawings, pictures, jokes, teasing, unwanted touching or other similar conduct.

Any employee who feels that he or she has been subject to harassment, or that witnesses such conduct, should report this immediately to their supervisor, the Director of Human Resources or Personnel Manager. All allegations of harassment will be speedily and discreetly investigated and appropriate action taken. Employees participating in any investigation under this policy will have the Institute's assurance that no reprisals will be taken as a result of a harassment complaint.

Violations of this policy will not be tolerated and may result in disciplinary action up to and including discharge.

Employee Handbook

Sexual Harassment and Prevention

#302.03

Page # 1 of 1

Policy: The Institute prohibits sexual harassment of any employee by another employee, supervisor or third party. While it is not easy to define precisely what sexual harassment is, it certainly includes unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature including, but not limited to, drawings, pictures, jokes, teasing, uninvited touching or other sexually related comments.

Harassment may take the form of either overt conduct or the existence of a "hostile environment." While it is not easy to define precisely what overtly harassing conduct is, it certainly includes unwelcome advances, requests or suggestions and any act, physical, verbal or visual such as uninvited touching or offensive comments.

A harassing or hostile environment is one which allows for, and possibly encourages, jokes or degrading comments of a sexual nature directed at a person or a group of people. Such behavior will not be condoned in the workplace.

Violation of the policy may result in disciplinary action up to and including dismissal of the harasser.

Authority:

Approved: Management Committee Date: 5/95

Procedure: Any employee who feels that he or she has been subject to harassment, or who witnesses such conduct, should be immediately referred to the Director of Human Resources or Personnel Manager. All allegations will be speedily and discreetly investigated, and appropriate action taken. Employees participating in any investigation under this policy will have the Institute's assurance that no reprisals will be taken as a result of a sexual harassment complaint.

RELIGIOUS AND NATIONAL ORIGIN
DISCRIMINATION POLICY

RELIGIOUS AND NATIONAL ORIGIN
DISCRIMINATION POLICY

In accordance with its policy of equal employment opportunity, the Company has adopted the following policy prohibiting discrimination on the basis of religion and national origin, and supporting affirmative action to ensure that all individuals are employed and treated during employment without regard to their religion or national origin.

A. Scope of this Policy

This policy applies to all terms and conditions of employment, including, but not limited to, hiring, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff or recall from layoff, wage and benefit administration and selection for training.

B. Outreach and Positive Recruitment

The Company will review its employment practices to determine whether members of all religious and ethnic groups are receiving fair consideration for job opportunities. Special attention will be directed toward executive and middle-management levels, where employment problems relating to religion and national origin are statistically most likely to occur. Based upon the findings of such reviews, we will undertake appropriate outreach and positive recruitment activities, such as those listed below in order to remedy any existing deficiencies. The scope of our efforts, of course, will depend upon all the circumstances including the nature and extent of any deficiencies and our size and resources.

(1) The Company's obligation to provide equal employment opportunity, without regard to religion or national origin, will be explained to all employees, in such a manner as to

foster understanding, acceptance, and support among other executives, management staff, supervisors and all other employees. Such persons will be encouraged to take all actions necessary to aid the Company in meeting our obligation;

(2) Development of reasonable monitoring procedures to insure that our obligation to provide equal employment opportunity, without regard to religion or national origin, is being fully implemented;

(3) Periodically informing all employees of our commitment to equal employment opportunity for all persons, without regard to religion or national origin; and

(4) Enlisting the assistance and support of recruitment sources (including employment agencies, college placement directors and business associates) in referring applicants without regard to religion or national origin.

C. Accommodations To Religious Observance and Practice.

The Company will endeavor to make a reasonable accommodation to the religious observances and practices of any employee or prospective employee, unless such an accommodation will impose an undue hardship on the conduct of our business. Generally, we will try to make reasonable accommodations to the religious observances and practices of any employee or prospective employee who regularly observes Friday evening and Saturday, or some other day of the week, as the Sabbath and/or who observes certain religious holidays during the year and is conscientiously opposed to performing work or engaging in similar activity on such days, when such accommodations can be made without undue hardship on the conduct of our business. In determining the extent of the hardship imposed, we may consider:

(a) business necessity; (b) financial costs and expenses; and (c) resulting personnel problems.

EMPLOYMENT OF
THE DISABLED

EMPLOYMENT OF THE DISABLED

I. Reasonable Accommodation

The Company reasonably accommodates qualified disabled applicants and employees so that they can perform the essential functions of jobs at the Company. A list of accommodations made during the current and prior plan year is included at the end of this section.

II. Review of Job Qualifications

The Company reviews its job descriptions in December of each plan year to ensure that they do not contain artificial barriers to the employment of individuals with disabilities.

III. Statement of Policy

A. Policy

It is the policy of the Company to take affirmative action to ensure equal employment opportunity for disabled persons. This policy covers all aspects of employment including, but not limited to, hiring, assignment, promotion, demotion, transfer, termination, wage and benefit administration, and selection for training.

In order to implement this policy, the Company will make good faith efforts to accommodate the physical and mental limitations of qualified disabled employees or applicants unless such an accommodation would impose undue hardship on the Company's business, require substantial financial cost and expense, or place in jeopardy the safety of the disabled individuals, his or her co-workers, the Company's security, customers of this Company or the general public.

B. Limitations

Individuals who meet the following criteria will be considered for employment or promotion, if otherwise qualified:

1. The employee or applicant is qualified to perform the essential functions of the job or could be qualified to perform the

essential functions if the Company made a reasonable accommodation.

2. The employee or applicant can perform the essential functions of the job without unreasonable risks to the safety of the individual, his or her co-workers, the Company's security or the general public.

C. Interpretation

Each disabled employee or applicant will be evaluated on an individual basis with respect to his or her ability to perform a particular job. Disabilities which interfere with the performance of a specific job shall not disqualify a person from employment in another job if the criteria for that job are satisfied.

IV. Definition of Disabled Person

Federal regulations define a "disabled individual" as any person who:

1. has a physical or mental impairment which substantially limits one or more of such person's major life functions; or
2. has a record of such impairment; or
3. is regarded as having such an impairment.

V. Affirmative Action Measures

The Company will:

- A. Post, in appropriate places, informational posters or notices required by federal and state laws and regulations pertaining to the employment of disabled persons.
- B. Document accommodations made to assist disabled applicants or employees. Such records will be supplied to and maintained by the EEO Coordinator. Department Managers and supervisors will assist the EEO Coordinator in the documentation of accommodation efforts.
- C. When designing new construction or remodeling old facilities, place special emphasis, insofar as it is economically feasible and practical, upon the removal of architectural barriers to the disabled.

D. The Company will take affirmative action to employ and advance in employment qualified disabled individuals at all levels of employment, including the executive level. Such action will apply to all employment practices including, but not limited to, the following: hiring; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff; termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship.

1. Proper Consideration of Qualifications

The Company will review its personnel procedures to determine whether such procedures assure careful, thorough and systematic consideration of the job qualifications of known disabled applicants and employees for vacancies filled either by hiring or promotion, and for all training opportunities offered or available. To the extent that it is necessary to modify personnel procedures, the Company will develop new procedures for this purpose and will incorporate them in our affirmative action program. These procedures will be designed to facilitate review by the EEO Coordinator and/or representatives of federal or state compliance agencies.

2. Physical And Mental Qualifications.

(a) The Company regularly, and at least annually, will review all physical or mental job qualification requirements to insure that, to the extent qualification requirements tend to screen out qualified disabled individuals, they are job-related, and consistent with business necessity, and/or required for the safe performance of the subject job. See Section II, above.

(b) Whenever the Company utilizes physical or mental job qualification requirements in the selection of applicants or employees for employment or any change in employment status, such as promotion, demotion or training, to the extent that qualification requirements tend to

screen out qualified disabled individuals, the requirements should be related to the specific job or jobs for which the individual is being considered, consistent with business necessity and necessary for the safe performance of the job.

- (c) Whenever an applicant or employee provides information about a physical or mental impairment that substantially limits a major life activity or such information is revealed through a post-offer medical examination, such information shall be kept confidential, except that:

- (i) Supervisors and managers may be informed regarding restrictions on the work or duties of disabled individuals and appropriate accommodations;

- (ii) First aid and safety personnel may be informed, when and to the extent appropriate, of conditions that might require emergency treatment; and,

- (iii) Government officials investigating compliance with the Vocational Rehabilitation Act shall be informed as appropriate.

- (d) Such a medical examination shall consider only job-related characteristics in a fair and consistent manner.

3. Accommodations To Physical And Mental Limitations Of Employees.

The Company will endeavor to reasonably accommodate the physical or mental impairment that substantially limit major life activities for employees and applicants, unless such an accommodation would impose an undue hardship on the conduct of the Company's business. In determining the extent of our ability to reasonably offer an accommodation, the

following factors, among others, will be considered: (1) business necessity; (2) financial cost; and, (3) resulting benefit to the Company and the disabled individual. See Section I, above.

4. Compensation.

In offering employment or promotions to disabled individuals, we will not reduce the amount of compensation offered because of an individual's receipt of disability income, pension or any other benefit from another source.

5. Outreach, Positive Recruitment, And External And Internal Dissemination Of Policy.

We will review our employment practices to determine whether personnel programs provide the required affirmative action for employment and advancement of qualified disabled individuals. Based upon the findings of such reviews, we will undertake appropriate outreach and positive recruitment activities, such as those listed below. It is not contemplated that we will necessarily undertake all of the listed activities or that our activities will be limited to those listed. The scope of our efforts clearly will depend upon the relevant circumstances, including our size, resources and the extent to which existing employment practices are adequate.

- (a) We will send to vocational rehabilitation agencies for the disabled written notification of the Company's EEO/AA policy commitments.
- (b) We will develop internal communication procedures to disseminate our obligation to engage in affirmative action efforts to employ qualified disabled individuals, to foster understanding, acceptance and support among our executives, management staff, supervisors and all other employees and encourage such persons to take the necessary action to aid in meeting this obligation.

- (c) We will develop reasonable internal procedures to ensure that our obligation to engage in affirmative action to employ and promote qualified disabled individuals is fully implemented.
- (d) We will periodically inform employees and prospective employees of our commitment to engage in affirmative action to increase employment opportunities for qualified disabled individuals.
- (e) The Company will enlist the assistance and support of recruitment sources of or for disabled individuals to assist us in our efforts to provide meaningful employment opportunities to qualified disabled individuals.
- (f) We will review employment records to determine the availability of promotable and transferable qualified disabled individuals presently employed, and to determine whether their present and potential skills are being utilized or developed.
- (g) We will include disabled employees when employees are pictured in consumer, promotional or help-wanted advertising.
- (h) The Company will send written notification of this policy to all subcontractors, vendors and suppliers.
- (i) The Company will take positive steps to attract qualified disabled persons not currently in the workforce who have requisite skills and can be recruited through affirmative action measures.

6. Internal Dissemination Of Policy

Our outreach program will receive strong support from supervisory and management personnel. To assure employee cooperation and participation in our efforts, we will adopt, implement and disseminate this

policy internally, by use of the following procedures, as deemed appropriate:

- (a) Include it in our policy manual;
- (b) Publicize it in the Company's annual report and other reports;
- (c) Conduct special meetings with executive, management and supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation, clarifying the Company's Policy;
- (d) Schedule special meetings with all employees to discuss the Policy and explain individual employee responsibility.
- (e) Discuss the Policy thoroughly in both employee orientation and management training programs;
- (f) Include articles on accomplishments of disabled workers in the Company's publications;
- (g) Post the Policy on the Company's bulletin boards, including a statement that employees and applicants are protected from coercion, intimidation, interference or discrimination for filing a complaint or assisting in any investigation of discrimination against any disabled person; and,
- (h) When employees are featured in employee handbooks or similar publications for employees, disabled employees will be included.

7. Responsibility For Implementation.

Our EEO Coordinator will implement this affirmative action program, and will:

- (a) Develop policy statements, affirmative action programs, and internal and external communication procedures. The procedures may include regular discussions with

managers, supervisors and employees to ensure that this policy is followed. In addition, managers and supervisors will be advised that:

- (i) Their work performance is being evaluated on the basis of their affirmative action efforts and results, as well as other criteria.
 - (ii) The Company is obligated to prevent harassment of employees placed through affirmative action efforts.
- (b) Identify problem areas through discussions with management and known disabled employees, assist in the implementation of our affirmative action programs, and develop solutions to problems.
- (c) Design and implement audit and reporting systems that will:
 - (i) Measure effectiveness of our programs;
 - (ii) Indicate the need for remedial action;
 - (iii) Determine the degree to which our objectives have been attained;
 - (iv) Determine whether known disabled employees have had the opportunity to participate in educational, training, recreational and social activities provided by the Company; and,
 - (v) Ensure that the Company is in compliance with Maryland law and all implementing regulations.
- (d) Serve as liaison between the Company and federal and state compliance agencies.

- (e) Serve as liaison between the Company and organizations of and for disabled persons, and arrange for the active involvement by Company representatives in the community service programs of local organizations of and for the disabled.
- (f) Keep management informed of the latest developments in the entire affirmative action area.
- (g) Arrange for career counseling for known disabled employees.

E. Development And Execution Of Affirmative Action Programs.

1. Job qualification requirements will be made available to all members of management involved in the recruitment, screening, selection, and promotion process.
2. The Company will evaluate the total selection process including training and promotion to ensure freedom from the stereotyping of disabled persons in a manner which limits their access to jobs for which they are qualified.
3. All personnel involved in recruitment, screening, selection, promotion, disciplinary, and related processes will be carefully selected and trained to ensure that the commitments in this Affirmative Action Plan are implemented.
4. Formal briefing sessions may be held, with representatives from recruiting sources, during which the Company may provide, inter alia, explanations of current and anticipated future job openings, position descriptions, worker specifications, explanations of the selection process and recruiting literature. Formal arrangements will be made for referral of applicants, follow-up with sources and feed-back about the disposition of referred applicants.
5. A special effort will be made to include qualified disabled persons on the personnel relations staff.

6. Where possible disabled employees will be made available for participation in career days, youth motivation programs, and related activities in their communities.
 7. Recruiting efforts at schools or other institutions will incorporate special efforts to reach disabled students.
 8. An effort will be made to participate in work study programs with rehabilitation facilities and schools which specialize in training or educating disabled individuals.
 9. The Company will use available resources to continue or establish on the job training programs.
 10. Although the Company does not use sheltered workshops, it realizes that contracts with sheltered workshops do not constitute affirmative action in lieu of employment and advancement of qualified disabled individuals in the contractor's own workforce. Contracts with sheltered workshops may be included within our affirmative action program, if the sheltered workshop trains employees for the Company and the Company is obligated to hire trainees at full compensation when such trainees become qualified as a "qualified disabled individual" as defined in 41 CFR §60-741.2.
- F. The EEO Coordinator will post in a conspicuous place, in the area in which employment applications are completed, the following notice to disabled individuals:

Invitation To Disabled Employees and Applicants
To Self Identify

The Company is committed to taking affirmative action to employ and advance in employment qualified disabled individuals. If you have a physical or mental impairment that substantially limits a major life activity, and would like to be considered under our affirmative action program, please tell us. You may inform us of your desire to benefit under the program at this time and/or at any time in the future. Submission of this information is voluntary and refusal to provide

it will not affect the Company's decision whether to offer you employment or subject you to discharge or disciplinary treatment. Information obtained will be kept confidential, except that (1) supervisors and managers may be informed regarding restrictions on the work or duties of disabled individuals and necessary accommodations; (ii) first-aid and safety personnel will be informed, to the extent appropriate, of conditions that might require emergency treatment; and (iii) government officials investigating compliance with this Act will be informed of our employees' disability status, as appropriate.

If you are disabled, we would like to include you under our Affirmative Action Plan. It would assist us if you tell us about (1) any special methods, skills and procedures which qualify you for jobs that you might not otherwise be able to perform because of your disability, so that you will be considered for any position of that kind, and (2) the accommodations which we could make which would enable you to perform the essential functions of the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, or other accommodations. To participate, please see Theresa Braun, the EEO Coordinator.

Employees may request to see copies of the affirmative action plan during regular hours from our EEO Coordinator.

- G. The Company will maintain the following records concerning disabled employees covered by this policy:
- (1) The appropriate personnel form(s) of each known disabled individual will be annotated to identify each vacancy for which that disabled individual has been considered. The records will be retrievable for review by the Company's personnel officials for use in investigations and internal compliance reviews.
 - (2) The personnel record of each known disabled employee will include a notation of each training promotion for which the

disabled employee has been considered, and the result of that consideration, including the reasons for any decision.

- (3) Each time that a known disabled employee or applicant is rejected for employment, promotion or training, a statement of the reasons will be appended to that individual's personnel file or application form. This statement will include a comparison of the qualifications of the disabled applicant or employee and the person(s) selected, as well as a description of the accommodations considered. This statement will be made available to the applicant or employee concerned as appropriate.
- (4) Where applicants or employees are selected for hire, promotion or training and the Company undertakes an accommodation which makes it possible for a disabled individual to perform a job, the application form or personnel record will contain a description of that accommodation.

One Physics Ellipse
College Park, MD 20740-3843

Tel. 301-209-3100
Fax 301-209-0843

1996 Reasonable Accommodations

The American Institute of Physics makes every effort to accommodate employees in doing their jobs effectively and comfortably. In 1996, AIP has had classes on ergonomics and proper back care. AIP has also provided employees with screen savers, wrist rests, and back rests when requested.

Member Societies:

The American Physical Society
Optical Society of America
Acoustical Society of America
The Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
American Vacuum Society
American Geophysical Union

Employees with disabilities--1996

<u>Job Title</u>	<u>Disability</u>	<u>Reasonable Accommodation</u>
Art/Production Editor	Orthopedically Disabled	Special Parking

Or Physics Ellipse
College Park, MD 20740-3843

Tel. 301-209-3100
Fax 301-209-0843

INVITATION TO DISABLED APPLICANTS AND EMPLOYEES TO SELF IDENTIFY

American Institute of Physics is committed to taking affirmative action to employ and advance in employment qualified disabled individuals. If you have a physical or mental impairment that substantially limits a major life activity and would like to be considered under our affirmative action program, please tell us. You may inform us of your desire to benefit under the program at this time and/or at any time in the future. Submission of this information is voluntary and refusal to provide it will not adversely affect whether an applicant is hired or subject an employee to discharge or disciplinary treatment. Information obtained will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled individuals and necessary accommodations; (ii) first-aid and safety personnel will be informed, to the extent appropriate, of conditions that might require emergency treatment; and (iii) government officials investigating compliance with this Act will be informed of our employees' and applicants' disability status, as appropriate.

If you are disabled, we would like to include you under our Affirmative Action Plan. It would assist us if you tell us about (1) any special methods, skills and procedures which qualify you for jobs that you might not otherwise be able to perform because of your disability, so that you will be considered for any position of that kind, and (2) the accommodations which we could make which would enable you to perform the essential functions of your job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, or other accommodations. To participate, please contact Theresa C. Braun, Director of Human Resources and EEO Coordinator.

Employees and applicants may request to see copies of the affirmative action plan during regular business hours from Theresa Braun.

Member Societies:
The American Physical Society
Optical Society of America
Acoustical Society of America
The Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
American Vacuum Society
American Geophysical Union

DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA

I. Review of Job Qualifications

The Company reviews its job descriptions in December of each plan year to ensure that they do not contain artificial barriers to the employment of disabled veterans or veterans of the Vietnam era.

- II. To focus our efforts to recruit qualified disabled veterans and veterans of the vietnam era, we will also contact the State Division of Employment Security and notify area and regional employment agencies of our hiring needs and equal employment opportunity policies. During Plan Year 1996, the Company regularly has listed jobs with the following State Offices of Employment Security:

MD Job Service
Douglas Morin
Fax: 301-441-2166

III. Statement of Policy

A. Policy

It is the policy of the Company to ensure equal employment opportunities for disabled veterans and veterans of the Vietnam era. This policy covers all aspects of employment including, but not limited to, hiring, assignment, promotion, demotion, transfer, lay off or termination, administration of wage and benefit programs and selection for training.

In order to implement this policy, the Company will make reasonable good faith efforts to accommodate the physical or mental limitations of qualified disabled veterans, unless such an accommodation would impose an undue hardship on the Company, e.g., requiring substantial cost or expense, or placing in jeopardy the safety of the individual employee, his or her co-workers, the Company's security, its customers or the general public.

B. Limitations

Individuals who meet the following criteria will be considered for employment or promotion, if otherwise qualified:

1. The employee or applicant is qualified to perform the basic requirement of the job in question or could be qualified to perform those basic job requirements if the Company were able to make a reasonable accommodation.
2. The employee or applicant can perform the requirements of the job without unreasonable risks to the safety of the individual, his or her co-workers, the Company's security, its customers or the general public.

C. Interpretation

Each veteran will be evaluated on an individual basis with respect to his or her ability to perform a particular job. Disabilities which interfere with the performance of a specific job will not disqualify a veteran from employment in another job for which the applicant or employee may be qualified.

IV. Implementation Responsibility

- A. Our EEO Coordinator, Theresa Braun, is responsible for the development and implementation of the Company's policy regarding the employment of veterans in compliance with the Vietnam Era Veterans' Readjustment Assistance Act.
- B. In addition, all managers and supervisors are responsible for the continued implementation of the provisions of this affirmative action program in their work areas and will be evaluated, in part, based upon their implementation efforts.

V. Dissemination of the Policy

A. Internal Dissemination

1. Copies of this policy setting forth our affirmative action efforts to enhance the employment and advancement opportunities of disabled veterans and veterans of the Vietnam era will be distributed to and discussed with managers and supervisors to make certain that they are aware of our commitment to the employment and advancement of qualified veterans, and to

elicit their understanding and support of this program.

2. The Company's employment and accommodation policy statement concerning disabled veterans and veterans of the Vietnam era will be available for inspection by all employees or applicants in the EEO Coordinator's office during normal business hours.
3. Our commitment to employ and promote disabled veterans and veterans of the Vietnam era will be discussed in appropriate management, supervisory and employee meetings.

B. External Dissemination

To the extent that it is consistent with the size of the facility and the number of job vacancies available thereat, we will develop contacts with appropriate local and state agencies and community service organizations which maintain programs for veterans of the Vietnam era and disabled veterans. Such sources may include, but are not limited to, the Veterans Employment Representatives at the Maryland Department of Labor, Regional Veterans Administration Office and veterans' counselors on college campuses, as available and appropriate.

VI. Definition

A. Disabled Veteran

"Disabled veteran" means a person entitled to disability compensation under laws administered by the Veterans Administration for disabilities rated at 30% or more or a person who is discharged for a disability incurred or aggravated in the line of duty.

B. Veterans of the Vietnam Era

Veterans of the Vietnam era are persons who:

1. Served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and were discharged or released therefrom with other than a dishonorable discharge, or

2. Were discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

VII. Additional Affirmative Action Measures

The Company will:

- A. Endeavor to make reasonable accommodations for the limitations of disabled veterans in those jobs where the safety of the employee, his or her co-worker, or the general public will not be jeopardized.
- B. Inform employees of our commitment to the employment and advancement of qualified veterans and obtain their cooperation in achieving the objectives set forth in this policy statement.
- C. Post, in appropriate places, such posters and notices as are required under the federal and state laws and regulations pertaining to the employment of veterans.
- D. Document accommodations made to assist disabled veterans. Such records will be supplied to and maintained by the EEO Coordinator. Department managers will assist the EEO Coordinator by making and maintaining such records and will document all accommodation efforts.
- E. The Company will endeavor to undertake, as appropriate, the following affirmative actions to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era at all levels of employment. Our actions will apply to all employment practices, including, but not limited to, the following: hiring; upgrading; demotion; transfer; recruitment or recruitment advertising; layoff; termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship and on-the-job training programs.
 1. The Company will review its personnel processes to determine whether present procedures assure careful, thorough and systematic consideration of the job qualifications of known disabled veteran applicants and veterans of the Vietnam era

who apply for job vacancies filled either by hiring, transfer, or promotion, and for all training opportunities offered or available. In determining the qualifications of a covered veteran, the Company will consider only that portion of the individual's military record, including discharge papers, relevant to the specific job qualifications for which the veteran is being considered. To the extent that it is necessary to modify any personnel procedure, to avoid adversely affecting disabled veterans and veterans of the Vietnam era, the Company will endeavor to develop such new procedures as are required to fulfill our objective. These procedures will also be designed to facilitate review of our implementation of these requirements by compliance agencies as well as our EEO Coordinator.

2. Physical And Mental Qualifications.

- (a) The Company regularly, and at least annually, will review all physical or mental job qualification requirements to insure that they are job-related, consistent with business necessity and necessary for safe performance of the job. See Section I, above.
- (b) Whenever the Company applies physical or mental job qualification requirements in the selection of applicants for employment or any employee's change in employment status, such as promotion, demotion, or training, such qualification requirements will be related to the specific job or jobs for which the individual is being considered, consistent with business necessity and necessary for the safe performance of the job.
- (c) Any comprehensive medical examination will be used only in accordance with the requirements of this policy. Whenever the Company inquires into an applicant's or employee's physical or mental condition or conducts a medical examination, information obtained in response to such inquiry

or examination shall be kept confidential except that:

- (i) Supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans and appropriate accommodations;
- (ii) First-aid and safety personnel may be informed, when and to the extent appropriate, of any condition that might require emergency treatment; and,
- (iii) Government officials investigating compliance with the Vietnam Era Veterans' Readjustment Assistance Act, or state law, shall be informed of data necessary to investigate compliance with said law(s).

3. Accommodation To Physical And Mental Limitations Of Employees.

The Company will endeavor to make a reasonable accommodation to the physical and mental limitations of disabled veterans unless such accommodation would impose undue hardship on the conduct of the Company's business. In determining whether an accommodation will impose an undue hardship, we will consider:

- (a) Business necessity; and
- (b) Financial costs and expenses required for or incurred as a result of the subject accommodation.

4. Compensation.

In offering employment or promotions to disabled veterans and veterans of the Vietnam era, we will not reduce the amount of compensation offered because of any disability income, pension or other

benefit the applicant or employee receives from another source.

5. Outreach, Positive Recruitment, And External Dissemination Of Policy.

The Company will review employment practices to determine whether personnel programs properly provide affirmative action for the employment and advancement of qualified disabled veterans and veterans of the Vietnam era. Based upon the findings of such reviews, we will undertake appropriate outreach and positive recruitment activities, such as those listed below. The scope of our efforts will depend upon many circumstances, including our size, resources and the extent to which existing employment practices are adequate.

- (a) We will develop internal communication procedures to disseminate our commitment to engage in affirmative action efforts to employ and advance qualified disabled veterans and veterans of the Vietnam era in such a manner as to foster understanding, acceptance and support among our executives, managers, supervisors and employees and to encourage such persons to take actions necessary to aid the Company in meeting this obligation.
- (b) We will develop reasonable internal procedures to ensure that our obligation to engage in affirmative action to employ and promote qualified disabled veterans and veterans of the Vietnam era is fully implemented.
- (c) We will periodically inform all employees and prospective employees of our commitment to engage in affirmative action to increase employment opportunities for qualified disabled veterans and veterans of the Vietnam era.
- (d) We will consider utilizing recruiting sources such as:

- (i) Local Veterans Employment Representatives at the Maryland Department of Labor nearest each establishment where hiring takes place to recruit qualified veterans;
 - (ii) Regional Veterans Administration representatives at the office nearest each establishment;
 - (iii) The Office of the National Alliance of Businessmen nearest each establishment where hiring takes place in order to participate in the Jobs for Veterans' Program.
 - (iv) Veterans counselors and coordinators ("Vet-Reps" and "VCIPS") on college campuses for the recruitment of covered veterans; and,
 - (v) Local or national veterans groups active in the area surrounding establishment where hiring and recruitment takes place.
- (e) We will review employment records to determine the availability of promotable and transferrable qualified disabled veterans and veterans of the Vietnam era presently employed, and to determine whether their present and potential skills are being fully utilized or developed.
- (f) We will send written notification of our affirmative action policies to all subcontractors, vendors and suppliers.
- (g) We will consider programs to recruit qualified disabled veterans and veterans of the Vietnam era who are not currently in the workforce, have requisite skills and can be recruited through affirmative action measures.

6. Internal Dissemination Of Policy.

To make our outreach program effective, we will develop adequate internal support from supervisory and management personnel and our employees. To assure employee cooperation and participation in our efforts, we will adopt, implement and disseminate our policy internally as follows:

- (a) Include it in our policy manual and employee handbook, as published or revised;
- (b) Publicize it in employee publications;
- (c) Conduct special meetings with executive, management and supervisory personnel to explain the intent of the policy and individual implementation responsibility;
- (d) Schedule special meetings with all employees to discuss the policy and explain individual employee responsibilities;
- (e) Discuss the policy thoroughly during employee orientation and management training programs;
- (f) Include articles on accomplishments of disabled veterans and veterans of the Vietnam era in Company publications;
- (g) Post the policy on our bulletin boards, including a statement that employees and applicants are protected from coercion, intimidation, interference or discrimination for filing a complaint or assisting in an investigation under the Vietnam Era Veterans' Readjustment Assistance Act;
- (h) Keep management informed of the latest developments in the entire affirmative action area; and
- (i) Actively participate in veterans "job fairs" whenever possible.

1. Recruiting efforts at all educational institutions should incorporate special efforts to reach disabled veterans and veterans of the Vietnam era.
2. An effort should be made to participate in workstudy programs with Veterans' Administration rehabilitation facilities which specialize in training or educating disabled veterans.
3. The contractor should use all available resources to continue or establish federally-assisted apprenticeship and on-the-job training programs under 38 U.S.C. 1787.

7. Responsibility For Implementation.

Our EEO Coordinator, Theresa Braun, will implement this affirmative action program, and will participate in the following:

- (a) Development of policy statements, affirmative action programs, and internal and external communication procedures. The procedures will include regular discussions with managers, supervisors and employees to ensure that the Company's policies are being followed. In addition, supervisors will be advised that:
 - (i) Their work performance is being evaluated on the basis of their affirmative action efforts and results, as well as other criteria.
 - (ii) The Company is obligated to prevent harassment of employees placed through affirmative action efforts.
- (b) Identification of problem areas, in conjunction with line management and known disabled veterans, in the implementation of our affirmative action programs.

(c) Design and implementation of an audit and reporting system that will:

(i) Measure effectiveness of our affirmative action programs;

(ii) Indicate need for remedial action;

(iii) Determine the degree to which the Company's objectives have been attained;

(iv) Determine whether known disabled veterans and veterans of the Vietnam era have had the opportunity to participate in all educational, training, recreational and social activities provided by the Company; and,

(v) Ensure that the Company is in compliance with the Vietnam Era Veterans' Readjustment Assistance Act and the Maryland Department of Labor's implementing regulations.

(d) Establishment of a liaison between the Company and enforcement agencies.

(e) Arranging for career counseling for known disabled veterans and veterans of the Vietnam era.

8. Development And Execution Of Affirmative Action Program.

(a) Job qualification requirements reviewed pursuant to this policy will be available to all members of management involved in the recruitment, screening, selection and promotion process.

(b) The total selection process, including training and promotion, will be evaluated to insure freedom from the stereotyping of disabled veterans and

veterans of the Vietnam era in a manner which limits their access to any jobs for which they are qualified.

- (c) All personnel involved in the recruitment, screening, selection, promotion, disciplinary and related processes will be carefully selected and trained to insure that the commitments expressed in this affirmative action program are implemented.
- (d) Formal briefing sessions may be held with representatives from recruiting sources, during which the Company will provide explanations of current and anticipated future job openings, position descriptions, and recruiting literature. Formal arrangements will be made for referral of applicants, follow up with sources, and feedback on disposition of applicants.
- (e) A special effort will be made to include qualified disabled veterans or veterans of the Vietnam era on the personnel relations staff.

- F. The EEO Coordinator will post, in a conspicuous place in the area in which employment application are completed, the following:

Invitation To Vietnam Era and Special Disabled Veterans To Self Identify.

The Company is committed to taking affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era. If you, as an employee or applicant, are a veteran covered by this Act and would like to be considered under this Affirmative Action Plan, please advise Theresa Braun, the EEO Coordinator. You may inform us of your desire to benefit under the program at this time and/or at any time in the future. This information is voluntary and refusal to provide it will not adversely affect the Company's decision whether to offer you employment or subject you to discharge or disciplinary treatment. Information obtained concerning individuals will be kept confi-

dential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans and necessary job accommodations; (ii) first-aid personnel will be informed, to the extent appropriate, of conditions that might require emergency treatment; and, (iii) representatives of federal and state agencies may review such records, as required.

In order to assure proper placement of all employees, we request that you answer the following questions: If you have a disability which might affect your performance or create a hazard to yourself or others in connection with the job for which you are applying, please state the following: (1) the skills and procedures you use or intend to use to perform the job notwithstanding the disability, and (2) accommodations which we could make to enable you to perform the job properly and safely, including the provision of special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job or other accommodations.

Employees may request to see copies of the Affirmative Action Plan during regular hours from our EEO Coordinator.

- G. Our EEO Coordinator will maintain the following employment records concerning veterans covered by this policy:
- (1) The application and other personnel forms of each known veteran, covered by this policy, will be annotated, as appropriate to identify all vacancies for which he or she has been considered. The forms will be retrievable for review by federal and state agencies, as required, and the Company's personnel officials for use in investigations and internal compliance reviews.
 - (2) The personnel records or application form of each known covered veteran will: (i) identify each job, promotion or training program for which a covered veteran was considered; and, (ii) the result of that consideration.
 - (3) In each case where a veteran is rejected for employment, transfer, promotion or

training, a statement of the reasons therefor will be appended to the subject individual's personnel file. This statement will include a comparison of the qualifications of that veteran and the person(s) selected, as well as a description of the accommodations considered if the covered veteran was disabled. This statement will, as appropriate, be available to the affected veteran, upon request.

- (4) Where applicants or employees are selected for hire, promotion or training and the Company undertakes an accommodation which makes it possible to hire, advance, transfer or train a qualified veteran, the personnel record will contain a description of that accommodation.

vsics Ellipse
Park, MD 20740-3843

31. 301-209-3100
3x 301-209-0843

INVITATION TO VIETNAM ERA AND
SPECIAL DISABLED VETERANS TO SELF IDENTIFY

American Institute of Physics is committed to taking affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era. If you are a veteran covered by this Act and would like to be considered under this Affirmative Action Plan, please advise Theresa C. Braun, Director of Human Resources. You may inform us of your desire to benefit under the program at this time and/or at any time in the future. This information is voluntary and refusal to provide it will not adversely affect whether an applicant is hired or subject an employee to discharge or disciplinary treatment. Information obtained concerning individuals will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans and necessary job accommodations; (ii) first-aid personnel will be informed, to the extent appropriate, of conditions that might require emergency treatment; and, (iii) representatives of federal and state agencies may review such records, as required.

In order to assure proper placement of all employees, we request that you answer the following questions: If you have a disability which might affect your performance or create a hazard to yourself or others in connection with the job for which you are applying, please state the following: (1) the skills and procedures you use or intend to use to perform the job notwithstanding the disability, and (2) accommodations which we could make to enable you to perform the job properly and safely, including the provision of special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job or other accommodations.

Employees and applicants may request to see copies of the affirmative action plan during regular business hours from Theresa C. Braun.

Member Societies:

American Physical Society
Acoustical Society of America
Acoustical Society of America
Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
American Vacuum Society
American Geophysical Union

**FEDERAL CONTRACTOR VETERANS EMPLOYMENT REPORT
VETS-100**

120

O.M.B. NO. 1293-0005
EXPIRES 4-30-97

051460

RECEIVED
FEB 1996

DATE : 01/01/96

COMPANY NUMBER : 0945144

UNIT NUMBER : 0945144

AMERICAN INSTITUTE OF PHYSICS
HUMAN RESOURCES OFFICE
1 PHYSICS ELLIPSE
COLLEGE PARK MD 20740-3843

COUNTY : PRINCE GEORGE

SIC: 274

RETURN COMPLETED REPORT TO:

U.S. DEPARTMENT OF LABOR
OFFICE OF VETERANS' EMPLOYMENT AND TRAINING
VETS-100 REPORTING
649 MONROE STREET
MONTGOMERY AL 36131-2279
PHONE: 1-334-242-2028

AMENDED

COMPANY IDENTIFICATION (OMIT IF SAME AS ABOVE)

PERIOD COVERED 1/1/95 TO 1/1/96

NAME OF PARENT COMPANY		ADDRESS NUMBER AND STREET			
CITY	COUNTY	STATE	ZIP CODE		
NAME OF TRADING LOCATION		ADDRESS NUMBER AND STREET			
CITY	COUNTY	STATE	ZIP CODE		
SIC: <u>274</u>					
<p align="center">INFORMATION ON VETERANS</p> <p>REPORT ALL PERMANENT FULL-TIME OR PART-TIME EMPLOYEES AND NEW HIRES WHO ARE VETERANS AS DEFINED ON REVERSE. ALSO REPORT TOTAL NEW HIRES, VETERANS AND NON-VETERANS. ENTER IN COLUMNS N THROUGH P, LINES 14 THROUGH 22, AND COLUMNS 1 AND 21 (GRAY SHADDED AREAS) ARE OPTIONAL. DETAILED INSTRUCTIONS ARE FOUND ON THE REVERSE OF THIS FORM.</p>					
VET CATEGORIES	NUMBER OF EMPLOYEES		NEW HIRES (PREVIOUS 12 MONTHS)		
	SPECIAL DISABLED VETERANS (B)	VETERANS FOR VETERANS (A)	SPECIAL DISABLED VETERANS (N)	VETERANS FOR VETERANS (P)	TOTAL BOTH VETERANS AND NON-VETERANS (Q)
OFFICIALS AND MANAGERS 14		2			1
PROFESSIONALS 15					8
TECHNICIANS 16					1
SALES WORKERS 17					0
OFFICE AND CLERICAL 18					18
RAFT WORKERS (UNSKILLED) 19					—
OPERATIVES (SEMI-SKILLED) 20					3
LABORERS (UNSKILLED) 21					—
SERVICE WORKERS 22					—
TOTAL 23	0	2	0	0	31

VETERAN LIST--1995/1996**NAME****VETERAN**

Roman Czujko
Marc Brodsky

Vietnam Era
Vietnam Era

PROCEDURES FOR IDENTIFYING
PROBLEM AREAS (DEFICIENCIES) BY
ORGANIZATIONAL UNIT AND BY JOB GROUP

IDENTIFICATION OF PROBLEM AREAS (DEFICIENCIES)
BY ORGANIZATIONAL UNIT AND BY JOB GROUP

I. UNDERUTILIZATION

The EEO Coordinator conducted a Utilization Analysis for the 1996 Plan Year in which she compared the workforce representation of minorities and females to their statistical availability by job group. The Utilization Analysis led the Company to identify the following areas of underutilization:

Females are statistically underutilized in job groups 101 (Senior Managers) and 201 (Senior Professionals).

Minorities are statistically underutilized in Job Group 202 (Other Professionals Technicians).

The Company is addressing these potential problem areas by establishing goals which we will attempt to achieve through specific action oriented programs, which are described in the section of this plan entitled "Action Oriented Programs." Our Utilization Analysis and Goals are contained behind the tabs, so named, in this affirmative action plan.

II. ADVERSE IMPACT

To determine if our selection procedures have an adverse impact upon minorities and females during the first six months of our 1996 Plan Year, we conducted an adverse impact analysis upon our selection decisions. We compared the selection ratios of minorities and females to those of non-minorities and males, respectively, in the areas of hiring, promotion and termination. Through this analysis we discovered no areas for this time period of statistically significant adverse impact.

As a result of our adverse impact analysis, we examined each of the selection decisions that occurred in job groups where adverse impact was discovered as described in the Action Oriented Programs section of our plan. Furthermore, a full impact ratio analysis of our selection decisions and a narrative discussion of the legitimate business reasons supporting our decisions is found behind the "Jaar Analysis, Impact Ratio Analysis and Placement Analysis" tab.

III. IN GENERAL

In addition to the above, the EEO Coordinator will, on an annual basis, as applicable, identify potential problem areas in the total employment process, which may include review of the following areas:

- A. Composition of the workforce by minority group status and sex.

- B. Composition of applicant flow by minority group status and sex.
- C. Overall employee selection process including position specifications, application forms, interviewing procedures, test administration, test validity, referral procedures, final selection process, and other employee selection procedures.
- D. New hires, promotions, terminations, etc.
- E. Utilization of training, recreation and social events and other programs that are sponsored by the Company.
- F. Technical phases of compliance with laws prohibiting discrimination in employment and promoting affirmative action programs, e.g., retention of applications, notifications to subcontractors, etc.
- G. "Underutilization" of minorities or women in specific job groups.
- H. Lateral or vertical movement of minority or female employees occurring at a lesser rate than that of non-minority or male employees.
- I. The selection process eliminating a significantly higher percentage of minorities or women than non-minorities or men.
- J. Application and other preemployment evaluation forms or procedures not in compliance with federal or state law.
- K. Position descriptions inaccurate in relation to actual functions and duties of that particular job.
- L. De facto segregation, by race or sex, existing in job titles or job groups.
- M. Seniority provisions contributing to overt or inadvertent discrimination by minority group status or sex.
- N. Non-support of our affirmative action and equal employment programs and policies by managers, supervisors or employees.
- O. Minorities or women significantly underrepresented in training or career improvement programs.
- P. Lack of formal techniques for evaluating effectiveness of the programs set forth in this Plan.

- Q. Subcontractors and vendors not notified of their responsibility to assist the Company in attaining the goals and objectives set forth in this Plan.
- R. Equal Employment Opportunity clause not included in leases, purchase orders or other contracts covered by Executive Order 11246.
- S. Equal employment posters not on display.

If the EEO Coordinator's summary and report indicates that the above-listed problems exist or that other impediments are blocking the entry of minority groups or women into our workforce or into specific jobs or job groups, the Company will consider corrective action, as outlined in the Action-Oriented Programs section hereof.

ACTION-ORIENTED
PROGRAMS

ACTION-ORIENTED PROGRAMS

The Company intends to meet the goals set forth in this plan and to continue implementation of its equal employment policies through action-oriented programs. The following are the primary recruiting, advancement and audit procedures:

1. The Company will endeavor to increase the flow of minority and female applicants by contacting community agencies and educational institutions and seeking referrals of qualified applicants. We have contacted and seek referrals from the following affirmative action recruitment sources and educational institutions: The Washington Post, The University of Maryland, Catholic University, George Washington University, Telesec, Trak, Howard University, University of D.C., the Maryland Unemployment office, Fort Mead, P.G. Community College, and Deaf Reach.

2. To focus our efforts to recruit qualified minority and female employees, we will also contact the State Division of Employment Security and notify area and regional employment agencies of our hiring needs and equal employment opportunity policies. During Plan Year 1996, the Company regularly has listed jobs with the following State Offices of Employment Security:

MD Job Service
Douglas Morin
Fax: 301-441-2166

3. When meetings are held with representatives of recruiting sources, they may include: presentations by minority, female, disabled, older or veteran employees; explanations about the job duties and responsibilities of current and future job openings; explanations of our employee selection process; and, distribution of recruiting literature.

4. When recruiting or consumer advertising includes pictures of employees or work situations, minorities and women will be featured, as appropriate.

5. A reasonable proportion of our help-wanted advertising will be placed in media directed to minorities and/or women. We have provided sample copies of our advertisements at the end of this section.

6. We will evaluate and analyze job requirements using job-performance criteria. Special attention will be given to academic, experience, and skill requirements to insure that such specifications are consistent and are free from bias on account of race, color, religion, age, or disability, veteran's status, sex, or national origin. Where requirements screen out a disproportionate number of candidates from protected groups, the continued use thereof will be evaluated, and "validation"

will be considered. We have conducted an impact ratio analysis upon all selection procedures. See "Impact Ratio Analysis, JAAR Analysis & Placement Analysis" divider tab, below.

7. Personnel involved in recruiting, screening, selection, promotion, disciplinary, and related processes will be carefully selected and trained to eliminate bias in all personnel actions.

8. We will avoid interview or recruiting techniques, such as unscored interviews, consideration of arrest records or credit references, which are not reasonably related to the job in question and disparately affect a group protected by law or Executive Order 11246.

*

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With regard to our promotion and transfer procedures, we will consider the following:

1. Posting or otherwise announcing appropriate promotion and transfer opportunities. A Copy of our Job Posting Policy is attached at the end of this section.
2. Compiling an inventory of academic, skill and experience levels of individual employees, including minorities and women, which are relevant to performance of jobs within each job group.
3. Initiating necessary remedial job training and work-study programs, if possible.
4. Developing and implementing formal employee evaluation programs. Copies of our performance appraisal forms are attached at the end of this section.
5. Assuring that job descriptions are based on job-relating criteria.
6. When apparently qualified minority or female employees are passed over for advancement, transfer or training, foremen, managers and supervisors will be required to submit written justification for their decision.
7. Establishing formal career counseling programs, including attitude development, educational aid, job rotation and similar programs. We have attached a copy of our Tuition Assistance Policy at the end of this section.

8. Encouraging incumbent employees to refer qualified candidates for employment. We have attached a copy of our Referral Performance at the end of this section.

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When minorities, women or other persons placed through affirmative action efforts or protected by law have experienced adverse personnel decisions, such as termination we will:

1. Insure that the apparently "voluntary resignations" have not been caused by unlawful conduct by employees or supervisors by sending an exit interview form to employees who resign to ascertain the reasons for their voluntary termination. The exit interview forms regularly are reviewed by the Equal Employment Opportunity Coordinator and the appropriate Division Head. A copy of our Exit Interview form is attached at the end of this section.
2. Determine reasons for such adverse decisions, including involuntary terminations, and establish whether persons not in the protected group with similar work histories and violations of work rules have also been terminated.
3. Attempt to counsel employees about unsatisfactory job performance prior to involuntary termination to provide an opportunity to correct their performance, as practicable. A copy of our Progressive Discipline policy is attached at the end of this section.
4. Endeavor to conduct exit interviews with employees who resign to ascertain the reasons for their voluntary terminations.

AMERICAN INSTITUTE OF PHYSICS

One Physics Ellipse
Park, MD 20740-3843

tel. 301-209-3100
fax 301-209-0843

March 27, 1996

Laurie A. Wood, Coordinator
Career Services Office--CUA
Washington, DC 20064

Dear Ms. Wood:

I would like to list the following job with your **Specialized Job Referral Service**:

JOB TITLE: Payroll Specialist--Full Time Position
SALARY: High \$20,000 depending on experience
RESPONSIBILITIES: Assist in all aspects of bi-weekly payroll, tax preparation, input new vendor information, prepare analyses of general ledger accounts; any other tasks and responsibilities assigned by Payroll Manager.
QUALIFICATIONS: 3 + years experience in computerized payroll functions; college level Accounting courses are a plus.

SEND RESUME TO: American Institute of Physics
Attn: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

The American Institute of Physics is an Equal Opportunity Employer.

Please post this job until April 19, 1996 unless otherwise notified. Thank you for your assistance.

Sincerely,

Melinda Underwood

Melinda Underwood
Personnel Assistant

Member Societies:

American Physical Society
Acoustical Society of America
Optical Society of America
Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
Vacuum Society
American Geophysical Union

Post-it™ Fax Note

7671

Date	3/27/96	# of pages	1
To	Lauri Wood	From	M Underwood
Co./Dept.	CUA	Co.	
Phone #		Phone #	(301) 209-3044
Fax #		Fax #	

One Physics Ellipse
College Park, MD 20740-3843

Tel. 301-209-3100
Fax 301-209-0843

March 22, 1996

Lauri A. Wood, Coordinator
Career Services Office--CUA
Washington, DC 20064

Dear Ms. Wood:

I would like to list the following job with your **Specialized Job Referral Service**:

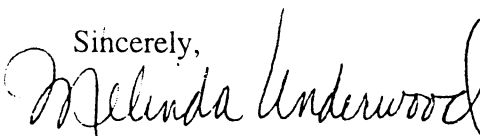
JOB TITLE: Information Specialist--Full Time Position
SALARY: Low to mid \$30,000.
RESPONSIBILITIES: Provide support for Internet Publishing services--World Wide Web, Pinet Plus, FTP, Gopher and listserver applications. Administer and maintain current Internet services; assist with design and development of new Internet publishing applications.
QUALIFICATIONS: BA or equivalent work experience. Minimum one year experience with electronic publishing technology, including Internet and WWW, HTML and e-mail. Basic working experience with Personal computers and UNIX systems. Strong interpersonal skills.
SEND RESUME TO: American Institute of Physics
 Attn: Human Resources
 One Physics Ellipse
 College Park, MD 20740-0847

The American Institute of Physics is an Equal Opportunity Employer.

Please post this job until April 12, 1996 unless otherwise notified. Thank you for your assistance.

Member Societies:

American Physical Society
 American Chemical Society of America
 American Astronomical Society
 American Association of Physics Teachers
 American Crystallographic Association
 American Astronomical Society
 American Association of Physicians in Medicine
 American Vacuum Society
 American Geophysical Union

Sincerely,

 Melinda Underwood
 Personnel Assistant

Post-it™ Fax Note 7671		Date 3/22/96	# of pages 1
To	CUA	From	M. UNDERWOOD
Co./Dept	Career Services	Co.	
Phone #	CUA	Phone #	(301) 209-3844
Fax #		Fax #	

One Physics Ellipse
College Park, MD 20740-3843

TEL 301-209-3100
FAX 301-209-0843

11 June 1996

Career Services
Howard University
Washington, DC

I would like to list the following job with your Career Services:

JOB TITLE: Library Preservation Assistant (15 hrs wk, flexible, through 12/96)

SALARY: \$7 - \$10 hour

RESPONSIBILITIES: Help with monograph and archival collections - tasks include basic book preservation work (hinge repair, book repair prep work, tape preservation, photocopying, filing.

QUALIFICATIONS: Prefer Bachelor's Degree or previous experience in library/archives.

SEND RESUME TO: American Institute of Physics
Att: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

The American Institute of Physics is an Equal Opportunity Employer.

Please post this job for three weeks, unless otherwise notified.

Member Societies:
American Physical Society
Acoustical Society of America
Optical Society of America
Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
Vacuum Society
American Geophysical Union

Very truly yours,



Paula Melnick
Personnel Representative

Physics Ellipse
College Park, MD 20740-3843

301-209-3100
301-209-0843

31 May 1996

Career Services
Howard University
Washington, DC

I would like to list the following job with your Career Services:

JOB TITLE: Survey Coder (full-time Summer; part-time Fall)

SALARY: \$8-\$9 hour

RESPONSIBILITIES: Assist with research projects; coding and sorting of questionnaires; provide clerical support.

QUALIFICATIONS: Some college or equivalent necessary for questionnaire interpretation. Familiarity with education and science; must be detail-oriented.

SEND RESUME TO: American Institute of Physics
Att: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

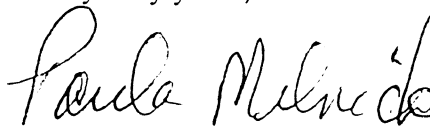
The American Institute of Physics is an Equal Opportunity Employer

Please post this job until June 24, 1996, unless otherwise notified.

Member Societies:

American Physical Society
Academy of Arts and Sciences
Society of America
American Chemical Society
American Society of America
Society of Rheology
American Association of
Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
American Vacuum Society
American Geophysical Union

Very truly yours,



Paula Melnick
Personnel Representative

One Physics Ellipse
College Park, MD 20740-3843

tel. 301-209-3100
fax 301-209-0843

March 22, 1996

Sam Hall, Career Services
Howard University
Washington, DC

Dear Mr. Hall:

I would like to list the following job with your **Career Services**:

JOB TITLE: Information Specialist--Full Time Position
SALARY: Low to mid \$30,000.
RESPONSIBILITIES: Provide support for Internet Publishing services--World Wide Web, Pinet Plus, FTP, Gopher and listserver applications. Administer and maintain current Internet services; assist with design and development of new Internet publishing applications.

QUALIFICATIONS: BA or equivalent work experience. Minimum one year experience with electronic publishing technology, including Internet and WWW, HTML and e-mail. Basic working experience with Personal computers and UNIX systems. Strong interpersonal skills.

SEND RESUME TO: American Institute of Physics
Attn: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

The American Institute of Physics is an Equal Opportunity Employer.

Please post this job until April 12, 1996 unless otherwise notified. Thank you for your assistance.

Member Societies:

American Physical Society
Acoustical Society of America
Acoustical Society of America
Society of Rheology
American Association of Physics Teachers
American Crystallographic Association
American Astronomical Society
American Association of Physicists in Medicine
American Vacuum Society
American Geophysical Union

Sincerely,
Melinda Underwood
Melinda Underwood
Personnel Assistant

Post-it™ Fax Note		7671	Date	3/22	# of pages	1
To	Career Services		From	Melinda Underwood		
Co./Dept	Hall		Co.	(301)		
Phone #			Phone #	209-3044		
Fax #			Fax #			

ne Physics Ellipse
Park, MD 20740-3843

tel. 301-209-3100
fax 301-209-0843

March 27, 1996

Sam Hall, Career Services
Howard University
Washington, DC

Dear Mr. Hall:

I would like to list the following job with your **Career Services**:

JOB TITLE: Payroll Specialist--Full Time Position
SALARY: High \$20,000 depending on experience
RESPONSIBILITIES: Assist in all aspects of bi-weekly payroll, tax preparation, input new vendor information, prepare analyses of general ledger accounts; any other tasks and responsibilities assigned by Payroll Manager.
QUALIFICATIONS: 3 + years experience in computerized payroll functions; college level Accounting courses are a plus.

SEND RESUME TO: American Institute of Physics
Attn: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

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Please post this job until April 19, 1996 unless otherwise notified. Thank you for your assistance.

Sincerely,

Melinda Underwood
Melinda Underwood
Personnel Assistant

Member Societies:

American Physical Society
Acoustical Society of America
Astronomical Society of America
Society of Rheology
American Association of Physics Teachers
American Crystallographic Association
American Astronomical Society
American Association of Microscopists in Medicine
American Vacuum Society
American Geophysical Union

ed paper

Post-it™ Fax Note 7671		Date 3/27	# of pages 1
To	From Melinda Underwood		
Co./Dept.	Co.		
Phone # Career Services	Phone # 301-209-3044		
Fax #	Fax #		

One Physics Ellipse
College Park, MD 20740-3843

tel. 301-209-3100
fax 301-209-0843

March 22, 1996

Melvin Hall, Career Services
University District of Columbia
Washington, DC

Dear Mr. Hall:

I would like to list the following job with your **Career Services**:

JOB TITLE: Information Specialist--Full Time Position
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RESPONSIBILITIES: Provide support for Internet Publishing services--World Wide Web, Pinet Plus, FTP, Gopher and listserver applications. Administer and maintain current Internet services; assist with design and development of new Internet publishing applications.

QUALIFICATIONS: BA or equivalent work experience. Minimum one year experience with electronic publishing technology, including Internet and WWW, HTML and e-mail. Basic working experience with Personal computers and UNIX systems. Strong interpersonal skills.

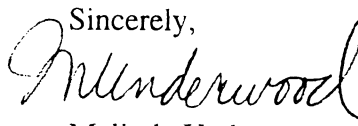
SEND RESUME TO: American Institute of Physics
Attn: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

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Member Societies:

American Physical Society
Acoustical Society of America
Biomedical Engineering Society of America
Society of Rheology
American Association of Physics Teachers
American Crystallographic Association
American Astronomical Society
American Association of Physicists in Medicine
Vacuum Society
Geophysical Union

Sincerely,

Melinda Underwood
Personnel Assistant

Post-it™ Fax Note 7671		Date	3/22/96	# of pages	1
To	Melvin Hall				
Co./Dept	Career Services				
Phone #	301-209-3044				
Fax #	301-209-0843				

One Physics Ellipse
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SEND RESUME TO: American Institute of Physics
Attn: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

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Please post this job until April 19, 1996 unless otherwise notified. Thank you for your assistance.

Sincerely,

Melinda Underwood
Melinda Underwood
Personnel Assistant

Member Societies:

American Physical Society
Acoustical Society of America
Astronomical Society of America
Society of Rheology
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American Crystallographic Association
American Astronomical Society
American Association of Physicists in Medicine
Vacuum Society
Geophysical Union

Recycled paper

Post-it™ Fax Note 7671		Date	3/27	# of pages	1
To					
Co./Dept.	Career Services				
Phone #					
Fax #					
From	M Underwood				
Co.					
Phone #	(301) 209-3044				
Fax #					

One Physics Ellipse
College Park, MD 20740-3843

tel. 301-209-3100
fax 301-209-0843

29 August 1996

Fort Mead, Career Services
Attn: Liz
Fort Mead, MD

I would like to list the following job with your Career Services:

JOB TITLE: Senior Staff Assistant-Day Care Center

SALARY: \$17,700-22,450-26,700

RESPONSIBILITIES: Maintain appropriate, quality interactions with children, parents and fellow staff; maintain state and center health/safety procedures for children and group; plan activity sheets; work as a team with staff in center. This position works a 40 hour week.

QUALIFICATIONS: Minimum requirement - 90 hour course in early childhood development, with curriculum appropriate to meet state requirements; prior experience working with infants, toddlers and pre-schoolers; a background check and health exam will be required.

SEND RESUME TO: American Institute of Physics
Att: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

The American Institute of Physics is an Equal Opportunity Employer.

Member Societies:

American Physical Society
Acoustical Society of America
Historical Society of America
Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
American Vacuum Society
American Geophysical Union

Very truly yours,



Paula Melnick
Personnel Representative

AMERICAN INSTITUTE OF PHYSICS

One Physics Ellipse
College Park, MD 20740-3843

tel. 301-209-3100
fax 301-209-0843

March 27, 1996

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Attn: Liz
Fort Mead, MD

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JOB TITLE: Payroll Specialist--Full Time Position
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QUALIFICATIONS: 3 + years experience in computerized payroll functions; college level Accounting courses are a plus.

SEND RESUME TO: American Institute of Physics
Attn: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

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Please post this job until April 19, 1996 unless otherwise notified. Thank you for your assistance.

Sincerely,



Melinda Underwood
Personnel Assistant

Member Societies:

American Physical Society
Acoustical Society of America
Optical Society of America
Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
American Vacuum Society
American Geophysical Union

Post-it™ Fax Note	7671	Date	3/27/96	# of pages	1
To	Liz	From	MUnderwood		
Co./Dept.	Ft. Mead	Co.			
Phone #		Phone #	(301) 209-3044		
Fax #	677-5676	Fax #			

One Physics Ellipse
College Park, MD 20740-3843

tel. 301-209-3100
fax 301-209-0843

March 22, 1996

Fort Mead, Career Services
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Fort Mead, MD

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QUALIFICATIONS: BA or equivalent work experience. Minimum one year experience with electronic publishing technology, including Internet and WWW, HTML and e-mail. Basic working experience with Personal computers and UNIX systems. Strong interpersonal skills.

SEND RESUME TO: American Institute of Physics
Attn: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

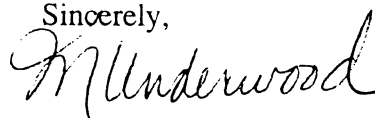
The American Institute of Physics is an Equal Opportunity Employer.

Please post this job until April 12, 1996 unless otherwise notified. Thank you for your assistance.

Member Societies:

American Physical Society
Acoustical Society of America
Optical Society of America
Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
American Vacuum Society
American Geophysical Union

Sincerely,


Melinda Underwood
Personnel Assistant

One Physics Ellipse
College Park, MD 20740-3843

Telephone: 301-209-3100
Fax: 301-209-0843

5 September 1996

Laurie Wood, Coordinator
Career Services Office-CUA
Washington, DC 20064

I would like to list the following job with your Career Services:

JOB TITLE: Senior Staff Assistant-Day Care Center

SALARY: \$17,700-\$18,000 annually

RESPONSIBILITIES: Maintain appropriate, quality interactions with children, parents and fellow staff; maintain state and center health/safety procedures for children and group; plan activity sheets; work as a team with staff in center. This position works a 40 hour week.

QUALIFICATIONS: Minimum requirement - 90 hour course in early childhood development, with curriculum appropriate to meet state requirements; prior experience working with infants, toddlers and pre-schoolers; a background check and health exam will be required.

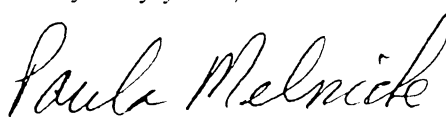
SEND RESUME TO: American Institute of Physics
Att: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

The American Institute of Physics is an Equal Opportunity Employer.

Member Societies:

American Physical Society
Academy of Arts and Sciences
Society of America
Geological Society of America
Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicians in Medicine
Vacuum Society
Geophysical Union

Very truly yours,



Paula Melnick
Personnel Representative

One Physics Ellipse
College Park, MD 20740-3843

tel. 301-209-3100
fax 301-209-0843

5 September 1996

William McCarthy
Assistant Director, Co-op Education
George Washington University

I would like to list the following job with your Career Services:

JOB TITLE: Research Assistant
(Part-time through 12/31/96 - may last longer)

SALARY: \$12.00 hour

RESPONSIBILITIES: Update and maintain database using database packages. Help implement procedures for verifying and coding returns. Use statistical programs to analyze returns.

QUALIFICATIONS: Experience with data collection procedures, statistical programs, and database packages. Familiar with graphics packages; knowledge of Unix a plus.

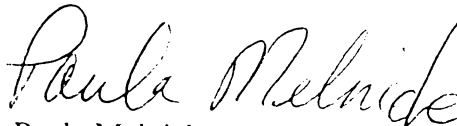
SEND RESUME TO: American Institute of Physics
Att: Human Resources
One Physics Ellipse
College Park, MD 20740-0847

The American Institute of Physics is an Equal Opportunity Employer.

Member Societies:

The American Physical Society
Optical Society of America
Acoustical Society of America
The Society of Rheology
American Association of
Physics Teachers
American Crystallographic
Association
American Astronomical Society
American Association of
Physicists in Medicine
American Vacuum Society
American Geophysical Union

Very truly yours,



Paula Melnick
Personnel Representative

**DEPARTMENT OF LABOR, LICENSING AND REGULATION
OFFICE OF EMPLOYMENT SERVICES**

**INFORMATION NEEDED TO REQUEST RECRUITMENT
SERVICES**

EMPLOYER INFORMATION

£

Name: American Institute of PhysicsAddress: One Physics Ellipse
College Park, MD 20740

(Street, City, State, Zip)

Type of business PublishingBusiness ownership Not-for-profitWhom to see Paula MelnickTelephone number 301-209-3032Fax number 301-209-0847

Specifics of the recruitment:

Number of openings: OneSalary /salary range: \$17,700-18,000

(Must be completed)

Work hours per week 40 hrs wk - 8AM - 5PM

Frequency of pay

Weekly Monthly Other Bi-weekly

Duration:

Full time XX Part time Seasonal Minimum Age (If work requirement):

INFORMATION ABOUT THE JOB:

Title Senior Staff AssistantResume required YESWould you like us to make an appointment
before sending the person to see you? YESOr would you prefer we send the person directly
to you? NO

If not, when and whom should the person report?

Description of Position Maintain appropriate, quality interactions with
children, parents and fellow staff; maintain state and center
health/safety procedures for children and group; plan activity
sheets; work as a team with staff in center.

**TO PLACE THIS RECRUITMENT
REQUEST**

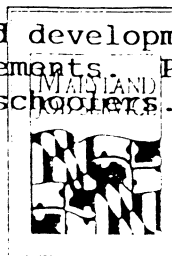
CALL, FAX, OR MAIL TO:

The office listed on the back of the
enclosed letter.

REQUIREMENTS OF THE POSITION

Education 90 hour course in early childhood development, with curriculumExperience appropriate to meet state requirements. Prior experience
working with infants, toddlers and pre-schoolers. Background checkLicenses and health exam will be required.Specific skills

Physical demands of job

Light Medium Heavy 

144

DEAF REACH

Washington, D.C.



Deaf-REACH Supported Employment meets the needs of both parties: the employer acquires workers who are loyal and highly motivated, and individuals secure jobs that help them to develop independence and self-esteem.

SUPPORTED EMPLOYMENT SERVICES

Supported Employment Services is a program of Deaf-REACH.

Supported Employment is a modern rehabilitation program that matches production goals of employers with the skills and interests of deaf individuals who have additional disabilities.

Supported Employment services are managed by Deaf-REACH job developers who work with the employer and the individual every step of the way: assessing employee skills, finding compatible jobs, screening potential candidates, coaching and training the employee on-site during the transition period, and consulting with the employer on the progress and performance of workers.

Funding:

Funding for Supportive Employment services comes from St. John's Community Services, D.C. Department of Human Services, and grants and donations.

Hours:

Service hours are 9 a.m. to 5 p.m., Monday through Friday.

For additional information, contact:

Employment Specialist
Supported Employment Services
Deaf-REACH
3722 12th Street, N.E.
Washington, D.C. 20017
202-832-7558 (TDD/V)



A United Way Member Agency

Y'S EMPLOYMENT SECTION

JOBS ■ EDUCATION ■ TRAINING

SUNDAY, MARCH 31, 1996

K45

Payroll Specialist

Scientific publishing company located in College Park seeks a payroll professional to assist our Payroll Manager with all aspects of a bi-weekly payroll, federal, state and local tax preparation, input new vendor information into accounts payable vendor master file, prepare analyses of various general ledger accounts, etc. The ideal candidate should possess 3+ years experience dealing with a computerized payroll function, accounting courses a plus. We offer a competitive salary and an excellent benefit package. If you meet the above qualifications, please fax or mail your resume and salary history to:

Ms. Paula Meinick

American Institute of Physics

One Physics Ellipse
College Park, MD 20740
Fax: (301) 209-0847
Equal Opportunity Employer

EMPLOYMENT SECTION

JOBS ■ EDUCATION ■ TRAINING

SUNDAY, MARCH 31, 1996

K45

Physics Career Specialist

The American Institute of Physics (AIP) serves physics and astronomy by serving its member individual scientists, students, and the general public. AIP currently seeks a Physics Career Specialist for a one-year position to market the skills & experience of physicists in the workplace, build networks and develop links to non-academic employers. This position requires a graduate degree in physics and relevant work experience. Ph.D. is desirable. Travel is required. Salary dependent on qualifications and experience. Please send cover letter and resume to:

Attn: Human Resources

**American Institute
of Physics**

One Physics Ellipse
College Park, MD 20740
Equal Opportunity Employer

PIPE FITTER & PLUMBER—Must
have 5 yrs. exper. min., tools &
transportation. Call 410-326-7100.

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il
is
8-
54
ad
ax

Job Posting

#305.02

Page # 1 of 1

Policy: AIP recognizes that its staff members possess valuable knowledge and skills and, therefore, encourages staff members to apply for open positions at the Institute. To offer opportunities for internal career growth and advancement, notifications of vacant positions will be posted on bulletin boards at all locations, and, whenever possible, positions will be filled with internal candidates.

Authority:

Approved: Management Committee Date: 5/95

Procedure:

1. The Human Resources Division, having received notification of management committee approval to fill a vacant position, will post the vacancy (notices will be dated) containing the following information:

Position Title and Status (exempt or non-exempt)
Salary Range and/or Grade
Location and Supervisor
Basic job functions and specific qualifications
(including education and experience requirements)
Other comments, specifications, licenses, etc.
Method of applying for position and date of posting
2. Individuals interested in applying must notify their current supervisor prior to being interviewed for another position in the Institute.
3. Every consideration will be given to internal candidates for vacant positions; qualified candidates will be interviewed and all applicants will receive feedback on their status.

NON-EXEMPT PERFORMANCE APPRAISAL

Employee Name _____	Hire Date _____
Employee Job Title _____	Division/Branch _____
Appraiser Name _____	Review Date _____
Appraiser Title _____	Today's Date _____

Procedures

1. Appraiser enters the dimensions that have been chosen for the employee's job onto the lines provided in this form, and gives a copy to the employee.
2. **OPTIONAL:** Employee completes an appraisal form on his/her own performance.
3. Appraiser completes Performance Appraisal Form.
4. Appraiser meets with Manager/Director to discuss the appraisal and obtain approval.
5. Appraiser meets with employee to present completed performance appraisal form.
6. Employee may review appraisal overnight.
7. Appraiser meets with employee to discuss appraisal (and employee self-appraisal, if completed) and to set goals for next appraisal period. (Note: any changes made to appraisal must be approved by Manager/Director).
8. Appraiser forwards final Performance Appraisal and salary recommendation (PAF) to Personnel.

Performance Criteria

Employee performance will be rated for each of the Job Dimensions listed in this appraisal form. These ratings will be based on individual job performance during the specified appraisal period. Detailed descriptions for each dimension can be found in the Non-Exempt Performance Appraisal Manual. Your rating choices are: 5, 4.5, 4, 3.5, 3, 2.5, 2, 1.5 and 1.

An area is available after each rating for comments. Specific written comments must be provided for performance ratings of 5, 4.5, 2, 1.5 and 1.

Importance Rating

- 1 - Moderately Important: this dimension is a significant part of the job, but not crucial.
- 2 - Very Important: this dimension is an essential part of the job.
- 3 - Highly Important: this dimension is of critical importance for the effective performance of the job.

Importance		Consistently Exceeds Requirements	Exceeds Requirements	Meets Requirements	Partially Meets Requirements	Does Not Meet Requirements	SCORE				
<input type="text"/>	×	<input type="text"/> 5	<input type="text"/> 4.5	<input type="text"/> 4	<input type="text"/> 3.5	<input type="text"/> 3	<input type="text"/> 2.5	<input type="text"/> 2	<input type="text"/> 1.5	<input type="text"/> 1	<input type="text"/>

DIMENSION: _____

Comments: _____

<input type="text"/>	×	<input type="text"/> 5	<input type="text"/> 4.5	<input type="text"/> 4	<input type="text"/> 3.5	<input type="text"/> 3	<input type="text"/> 2.5	<input type="text"/> 2	<input type="text"/> 1.5	<input type="text"/> 1	<input type="text"/>
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DIMENSION: _____

Comments: _____

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DIMENSION: _____

Comments: _____

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DIMENSION: _____

Comments: _____

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DIMENSION: _____

Comments: _____

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DIMENSION: _____

Comments: _____

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DIMENSION: _____

Comments: _____

Importance		Consistently Exceeds Requirements	Exceeds Requirements		Meets Requirements		Partially Meets Requirements		Does Not Meet Requirements	SCORE	
<input type="text"/>	×	<input type="text"/> 5	<input type="text"/> 4.5	<input type="text"/> 4	<input type="text"/> 3.5	<input type="text"/> 3	<input type="text"/> 2.5	<input type="text"/> 2	<input type="text"/> 1.5	<input type="text"/> 1	<input type="text"/>

DIMENSION: _____

Comments: _____

<input type="text"/>	×	<input type="text"/> 5	<input type="text"/> 4.5	<input type="text"/> 4	<input type="text"/> 3.5	<input type="text"/> 3	<input type="text"/> 2.5	<input type="text"/> 2	<input type="text"/> 1.5	<input type="text"/> 1	<input type="text"/>
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DIMENSION: _____

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<input type="text"/>	×	<input type="text"/> 5	<input type="text"/> 4.5	<input type="text"/> 4	<input type="text"/> 3.5	<input type="text"/> 3	<input type="text"/> 2.5	<input type="text"/> 2	<input type="text"/> 1.5	<input type="text"/> 1	<input type="text"/>
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DIMENSION: _____

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DIMENSION: _____

Comments: _____

<input type="text"/>	×	<input type="text"/> 5	<input type="text"/> 4.5	<input type="text"/> 4	<input type="text"/> 3.5	<input type="text"/> 3	<input type="text"/> 2.5	<input type="text"/> 2	<input type="text"/> 1.5	<input type="text"/> 1	<input type="text"/>
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DIMENSION: _____

Comments: _____

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DIMENSION: _____

Comments: _____

<input type="text"/>	×	<input type="text"/> 5	<input type="text"/> 4.5	<input type="text"/> 4	<input type="text"/> 3.5	<input type="text"/> 3	<input type="text"/> 2.5	<input type="text"/> 2	<input type="text"/> 1.5	<input type="text"/> 1	<input type="text"/>
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DIMENSION: _____

Comments: _____

OVERALL RATING

1. Multiply each rating times the importance value to calculate scores.

2. Add all the scores.

3. Add all the importance values.

4. Divide the result of step 2 (total scores) by the result of step 3 (total importance values) for Overall Rating.

Appraiser's Comments:

Employee's Comments:

Signatures:

Appraiser _____ Date _____

Branch Manager, Director, or Officer _____ Date _____

☐ I am fundamentally in agreement with this evaluation

☐ I am not in agreement

Employee _____ Date _____

HR Approval _____ Date _____

**AMERICAN INSTITUTE OF PHYSICS
EXEMPT PERFORMANCE PLAN AND APPRAISAL FORM**

Employee Name: _____

Division: _____ **Manager:** _____

Job Title: _____

Planning Date: _____ **Review Date(s):** _____

$+ = + = + = + = + = + = \text{P} = + = + = + = + = + = + = + = + = + = + = + = + = + = + = + = +$

Instructions for Performance Appraisal: Review your completed planning form and notes to assess the effectiveness with which the employee carried out each responsibility. Select the numerical rating level (summarized below) that best suits actual performance for each major responsibility. All component tasks should be reviewed in order to determine how well a responsibility has been fulfilled.

- 5 **Consistently Exceeds Job Requirements** - Performance is consistently exceptional; employee demonstrates unusually high level of accomplishment, and has mastered all essential elements of the component tasks in this responsibility.
- 4 **Exceeds Job Requirements** - Consistently performs full range of tasks in this responsibility in a manner far above satisfactory. Has full understanding of all aspects of this responsibility.
- 3 **Meets Job Requirements** - Performance is satisfactory. Employee accomplishes tasks and meets expectations. Improvement continues at the expected rate, and performance is what can be expected from a well-qualified individual. Employee requires a minimum amount of counsel, guidance, and supervision.
- 2 **Partially Meets Job Requirements** - Needs improvement to meet acceptable level of performance; may still require considerable supervision before performance is satisfactory. May be characterized by insufficient knowledge, ineffective planning, and/or unproductive resource management.
- 1 **Does Not Meet Job Requirements** - Has demonstrated only minimally acceptable level of performance. May be characterized by lack of knowledge, ambivalent judgement, negligent planning, and/or wasteful resource management.

Enter a numerical rating for each major responsibility in the **Rating** column; your choices are 5, 4.5, 4, 3.5, 3, 2.5, 2, 1.5, and 1. Specific written comments **must** be provided for performance ratings of 5, 4.5, 2, 1.5, and 1, explaining why these high or low ratings were given. Also, if the employee's achievement in one responsibility differs substantially from the achievement in another, this should be discussed in the Appraiser's Comments section.

*The numerical rating for each major responsibility times its assigned weight gives a numerical score; find the sum of scores for all major responsibilities, and convert this to a rated performance level (see the Managers' Performance Appraisal Worksheet). Enter the **OVERALL RATING (not the total score)** on the Performance Appraisal Form. Complete the comments portion of the appraisal form to document the employee's overall achievements and areas in need of improvement.*

Major Responsibilities

Weight

--	--

Component Tasks

Comments

Rating

--	--	--

Overall Rating _____

Appraiser's Comments - Please comment on the employee's overall performance during this appraisal period, including demonstrated strengths and weaknesses. Areas needing improvement should be specified and observed during the next appraisal period.

Employee's Comments - Use this space, if desired, to comment on this review.

SIGNATURES:

Employee: _____ Date: _____

Appraiser: _____ Date: _____
[Manager, Director or Officer]

Both the appraiser and employee must sign and date the form. The employee's signature does not necessarily represent agreement with the review, but that he/she has seen the form and participated in the performance appraisal.

H.R. Review _____

Date: _____

TUITION ASSISTANCE POLICY

POLICY

It is a policy of the Institute to encourage employees to extend their knowledge by enrolling in educational programs. Eligibility for tuition assistance is limited to regular employees working at least 25 hours per week, who have been employed at AIP at least six months; tuition assistance will be approved only for courses that (1) are pertinent to one's work, (2) lead toward a degree at an accredited school, or (3) fulfill matriculation requirements.

Tuition assistance is at the rate of 75% of Tuition and Fees for Registration, but not laboratory fees or books, to a maximum of \$2,500 per school year, for any course successfully completed. Courses must be taken on the employee's own time.

PROCEDURE

1. A Tuition Assistance Approval Form (copy attached) can be obtained from the Personnel Division.
2. The employee will complete this form and obtain signatures from the Division Manager.
3. Upon acceptance of a signed Tuition Assistance Approval Form, the Institute will advance 75% of tuition fees. The employee must sign a waiver (found on the reverse of the tuition form) indicating acceptance of this advance with the provision that it must be repaid if:
 - a) the employee does not satisfactorily complete the course within three months of its ending date;
 - b) the employee fails to achieve a passing grade;
 - c) the employee leaves the Institute before the course is complete.
4. The employee must submit proof of payment receipt to Personnel immediately after enrollment.
5. Upon successful completion of the course, the employee will present a grade report for Personnel records.

TO: PERSONNEL DATE: _____
FROM: _____ DIVISION _____
(Employee's name)

SUBJECT: TUITION ASSISTANCE

I have enrolled for the following course(s) in connection with the Institute's tuition reimbursement plan:

COURSE(S) _____

SCHOOL _____

TERM BEGINNING _____ TERM ENDING _____
Mo. & Yr. Mo. & Yr.

Cost \$ _____ (Include only TUITION & REGISTRATION FEES)

REIMBURSED BY AIP \$ _____ (75% of total- \$2,500 max per yr.)

Proof of payment receipt from the school must be sent to the Personnel Division upon enrollment, and a grade report upon completion of the course.

Check the appropriate statements

_____ This course leads towards a degree and I will furnish proof of matriculation at this time.

_____ UNDERGRADUATE _____ GRADUATE

_____ This is related to my work at the Institute.

NOTE: 1. ALL COURSES SHOULD BE APPROVED PRIOR TO REGISTRATION.
2. PLEASE ATTACH PROOF OF MATRICULATION WHERE PERTINENT.

EMPLOYEE'S SIGNATURE _____ DATE _____ EXT. _____

DIVISION MANAGER'S SIGNATURE _____ DATE _____

PERSONNEL MANAGER APPROVAL _____ DATE _____

RETURN TO SUE NG-LAU AT NY PERSONNEL

COMMENT BOX FOR PERSONNEL USE ONLY: _____

WAIVER

I am requesting a Tuition Assistance advance of \$ _____. I understand this is an advance constituting 75% of the total sum of the estimated costs of the course(s); the estimate for tuition and registration fees (excluding lab fees and books) is shown below. I have read the Tuition Assistance Policy and agree to its terms.

Cost of course(s): \$ _____ Assistance requested: \$ _____

Assistance = 75% of Tuition & Registration; maximum of \$2,500 per academic year. Payment receipt must be forwarded to Personnel after enrollment.]

I agree to repay any advance Tuition Assistance under the following circumstances:

- a) I do not satisfactorily complete the course within three months of its ending date;
- b) I fail to achieve a passing grade;
- c) I leave the Institute before the course is complete.

and I understand no additional advances will be issued to me until the full amount owed to the Institute is satisfied. In addition, upon termination, I authorize the Institute to deduct and withhold from my final paycheck(s) any remainder of my indebtedness.

EMPLOYEE

DATE

Employee Referral Program

#105.01

Page # 1 of 1

Policy: Regular employees of the Institute who refer applicants who are hired for positions at AIP will be rewarded once the new-hire has successfully completed three continuous months of employment; to be eligible for the fee, the employee who made the referral must be employed by AIP at the time the new hire completes his/her introductory period of employment. If these conditions are met, the fee is as follows:

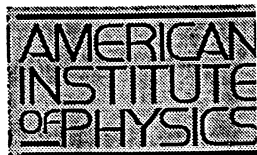
- | | |
|--|-------|
| 1. for a regular full time position | \$200 |
| 2. for a regular part time position | \$100 |
| 3. for a cottage industry or other per diem position | \$ 75 |

Authority:

Approved: Management Committee Date: 5/95

Procedure:

Applicants may indicate the name of the employee who suggested he/she apply for the vacant position; however, in general, it is the referring employee's responsibility to notify Human Resources of the referral.



EXIT INTERVIEW

PLEASE PRINT

It is AIP's policy to conduct an exit interview with each employee upon separation. We would appreciate your honest opinions and comments about your employment with The American Institute of Physics. Your objective feedback can help us to improve the workplace environment and make AIP a better place to work.

Employee Name _____ Separation Date-----/-----/-----

Title _____ Division _____

Check which best describes your thoughts about the following features of your employment at AIP.

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Supervision	----	----	----	----
Benefits program	----	----	----	----
Company policies	----	----	----	----
Performance appraisal	----	----	----	----
Job/Nature of Work	----	----	----	----
Opportunities for Advancement	----	----	----	----
Training programs	----	----	----	----
Overall, employment experience at AIP	----	----	----	----

Please comment on any of the above that you marked dissatisfied or very dissatisfied.-----

Back

To be completed by interviewer

Employee starting date-----/-----/-----

Separation date----/-----/-----

Please provide explanations for the employee's comments:-----

Number of unused vacation days-----

Benefits ending date-----/-----/-----
(excluding cobra)

Checklist

---- PAF to Payroll

---- Tuition

---- Return of AMEX/Calling Cards

---- Last paycheck (including unused vacation days)

---- Return access card

---- Day Care payment

---- Return of keys

---- Home equipment (computer, etc.)

---- COBRA letter/info

---- Beeper

---- Travel Expense Outstanding

---- Authorization for release of information

Interviewer-----Title-----Date---/---/---

Policy: Poor performance and/or violation of AIP policy may result in termination. Because AIP values its employees, however, every effort will be made to avoid termination, observing the procedure described below. When reasonable attempts to resolve the situation have failed, an employee will be discharged.

Progressive discipline is an effective method of identifying and correcting undesirable employee behavior. However, some situations may require immediate imposition of disciplinary measures, including termination.

All employees of AIP are employed at will. Accordingly, employees may be terminated at any time, with or without cause and with or without notice.

A partial list of terminable offenses can be found in the Employee Handbook in the "Employment Section" under "General Rules of Conduct." Managers and supervisors should always contact Human Resources for advice before taking any action.

Authority:

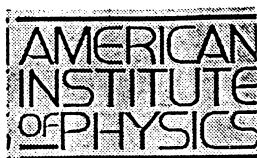
Approved: Management Committee Date: 5/95

Procedure:

1. An employee's immediate supervisor discusses performance problems with the employee, citing specific examples, required improvements and a timetable. Supervisors should keep a written record of each conference where employee performance deficiencies are discussed. Supervisors should also keep their manager informed of performance problems and steps taken to correct same.
2. When poor performance continues, supervisor should again confer with the employee, stating clearly that failure to improve will result in termination. At this time, a Corrective Interview form should be completed and sent to Human Resources.
3. If sustained improvement is not achieved, supervisor should consult with their manager and with the Human Resources Division about initiating termination procedures.
4. At any time in this process, an employee who wishes to discuss concerns regarding their performance and continued employment may go through the chain of command (as described in the Policy on Conflict Resolution, #303.01).

Attachment: Employee Warning Notice Form

Reference: See (Involuntary Termination, #109.04 and Conflict Resolution, #303.01)



Employee Warning Notice

Please Print

Employee Name-----

Date of Warning----/----/----

Division_____

Type of Violation:

Tardiness/Early Quit -----	Excess Absenteeism -----
Insubordination -----	Other (please explain) -----
Unsatisfactory Work Quality -----	
Failure to follow instructions -----	
Working on Personal Matters -----	

Previous Warnings:

Oral: _____ Date: / / By Whom: _____

Written: _____ Date: / / By Whom: _____

Supervisor's Comments: _____ Date of Incident ____/____/____ Time ____:____

Employee Comments:

Action to be taken for correcting behavior: _____

Consequence of not correcting behavior: _____

Signature of Employee _____ Date ____/____/____

I have read and understand this warning.

Signature of Supervisor _____ Date ____/____/____

Witness (Employee has read the warning and refuses to sign) _____

INTERNAL AUDIT
AND REPORT SYSTEMS

INTERNAL AUDIT AND REPORT SYSTEMS

I. Data To Be Summarized By Job Group And Job Title.

The following reports are included at the end of this section.

- A. A daily record of applicant flow will be maintained showing each applicant's name, race and sex, referral source, job and job group applied for, and disposition of the application (hired or rejected). If possible, the person accepting the application will note whether the applicant is disabled or his or her veteran's status.
- B. New Hires - Date of hire, name, race, sex, age, disability and veteran's status of the hired applicant, as well as the salary rate and position will be noted.
- C. Promotions/Transfers - Date of promotion/transfer, the employee's name, race, sex, age, disability, veteran's status, as well as that employee's old and new departments, job groups, rates of pay, and job titles will be recorded.
- D. Training - Type offered (internal or external), date, specific description of the training, the trainee's name, job group, job title, race, sex, age, veteran's status, and disability. A notation will also be made recording whether the trainee successfully completed the training program.
- E. Terminations - (voluntary, involuntary) - Date of termination, name, race, age, veteran's status, disability, sex, position, job title, job group, and salary of the terminated employee will be recorded.
- F. Lay offs, Recalls, Rehires - All lay offs, recalls from lay off and rehires will be separately recorded by race, name of employee affected, age, veteran's status, disability, sex, job group and date of such personnel action.

II. Audits To Be Performed

- A. This Plan will be reviewed and updated at least annually with new goals and timetables to be established after each review, as needed. Our plan last was updated January 1, 1996.
- B. All hiring, promotion, training, etc., will be compared with established goals to measure progress toward attainment thereof. A copy of our Placement Analysis

is in the section entitled "Impact Ratio Analysis, JAAR Analysis & Placement Analysis."

- C. The EEO Coordinator will review progress toward meeting the goals and objectives set forth herein on a semi-annual basis. Following such review and discussion sessions, recommendations to remedy any unsatisfactory aspects of the Company's employment practices will be made and incorporated into the Plan. The supporting data for the audit and recommendations should be attached to the Plan.

AIP - MARYLAND
NEW HIRES:
January 1, 1996 - June 30, 1996

JOB GROUP	MINORITY	NON-MIN	FEMALE	MALE
101	0	0	0	0
102	0	0	0	0
201	0	6	3	3
202	0	3	1	2
301	1 ¹	1	1	1
501	0	1	1	0
502	3 ²	5	5	3
901	3 ³	0	3	0

¹ 301 - 1AF

² 502 - 1AF; 2BF

³ 401 -3BF

AIP - MARYLAND
APPLICANT FLOW:
January 1, 1996 - June 30, 1996

JOB GROUP	MINORITY	NON-MIN	FEMALE	MALE
101	0	0	0	0
102	0	0	0	0
201	0	15	6	9
202	2 ¹	6	4	4
301	2 ²	4	2	4
501	0	3	1	2
502	9 ³	10	9	10
901	6 ⁴	0	6	0

¹ 202 - 2BM

² 301 - 1AM; 1AF

³ 502 - 3BM; 5BF; 1AF

⁴ 901 - 6BF

**AIP - MARYLAND
TERMINATIONS
January 1, 1996 - June 30, 1996**

JOB GROUP	MINORITY	NON-MIN	FEMALE	MALE
101	0	0	0	0
102	0	0	0	0
201	0	1	1	0
202	0	0	0	0
301	0	0	0	0
501	0	0	0	0
502	1 ¹	3	3	1
901	1 ²	0	1	0

¹ 502 - 1BF

² 901 - 1BF

AIP - MARYLAND
PROMOTIONS FROM:
January 1, 1996 - June 30, 1996

JOB GROUP	MINORITY	NON-MIN	FEMALE	MALE
101	0	0	0	0
102	1 ¹	0	1	0
201	0	1	0	1
202	0	0	0	0
301	0	0	0	0
501	1 ²	0	0	1
502	2 ³	1	3	0
901	0	0	0	0

¹ 102 - 1AF

² 501 - 1AM

³ 502 - 1BF, 1HF

AIP - MARYLAND
PROMOTIONS TO:
January 1, 1996 - June 30, 1996

JOB GROUP	MINORITY	NON-MIN	FEMALE	MALE
101	0	0	0	0
102	0	0	0	0
201	0	0	0	0
202	0	1	0	1
301	0	0	0	0
501	1 ¹	1	2	0
502	0	0	0	0
901	0	0	0	0

¹ 501 - 1BF

AIP - MARYLAND
TRANSFERS TO:
January 1, 1996 - June 30, 1996

JOB GROUP	MINORITY	NON-MIN	FEMALE	MALE
101	0	0	0	0
102	0	0	0	0
201	0	0	0	0
202	0	0	0	0
301	0	0	0	0
501	0	0	0	0
502	0	0	0	0
901	0	0	0	0

AIP - MARYLAND
TRANSFERS FROM:
January 1, 1996 - June 30, 1996

JOB GROUP	MINORITY	NON-MIN	FEMALE	MALE
101	0	0	0	0
102	0	0	0	0
201	0	0	0	0
202	0	0	0	0
301	0	0	0	0
501	0	0	0	0
502	0	1	1	0
901	0	0	0	0

CONSIDERATION OF MINORITIES AND
WOMEN NOT CURRENTLY
IN THE WORKFORCE

CONSIDERATION OF MINORITIES AND WOMEN
NOT CURRENTLY IN THE WORKFORCE

As required by Section 60-2.13 of the Office of Federal Contract Compliance Programs Affirmative Action Guidelines, we will make reasonable affirmative action efforts to recruit, train and promote minorities and women who are not currently in the workforce, having the requisite skills to perform jobs within our Company. The Company actively encourages incumbent employees to refer friends, relatives and acquaintances for employment at the Company. The Company regularly requests that minority employees refer applicants for employment at American Institute of Physics. The Company has adopted a flexible working schedule policy which enables employees to develop work schedules which meet their needs along with those of the Company. The Company will monitor its recruitment efforts and hiring practices to ensure good faith efforts. Moreover, the Company will identify and remedy any problem areas that could interfere with the success of such efforts.

Staggered Work Schedules

#201.05

Page # 1 of 1

Policy: Staggered work schedules may be established for certain employees, on an individual basis. Such hours will at all times meet the operating needs and be beneficial to the Institute and will, if approved, be considered the normal work week for the individual employee only.

Authority:

Approved: Management Committee Date: 5/95

Procedure: Employees must request a change in normal work hours in writing, directed to their supervisor and describing the need; employee requests for alternative work schedules must be approved by the Division Manager, the Director of Human Resources, and, in specific instances, the Personnel Committee.

In some instances, staggered work hours may be requested by the supervisor and/or manager in order to meet business needs.

Staggered work schedules may be eliminated by the Institute at any time. The Institute will attempt to give advance notice of changes in work schedules.

Flexible Work Day ("Flex Time")

#201.04

Page # 1 of 1

Policy: At its location in College Park, Maryland, AIP has adopted a flexible working schedule. In order to ensure that business needs of the Institute and its member societies are met, certain conditions and restrictions apply.

Core hours from 9 a.m. to 4 p.m. must be worked by all regular, full-time employees. Outside of this core period, employees may start work earlier, finish work later, and take one-half hour rather than an hour for lunch.

Any proposed flexible schedule that meets these criteria must be approved in advance by the employee's immediate supervisor and cleared with the Division Manager. It is the manager's responsibility to ensure adequate coverage in the division during AIP's regular business hours, which are 8:30 a.m. to 5:00 p.m.

Authority:

Approved: Management Committee Date: 5/95

Procedure:

The Division Manager must coordinate the proposed flex-time hours of employees in the division or section to ensure full coverage of phones and functions during business hours. No flexible hours should be approved unless overall coverage can be ensured.

At least one exempt (administrative, professional or managerial) employee must be scheduled to be present in every department during all business hours when there are non-exempt staff at work.

Flexible working schedules may be eliminated by the Institute at any time. The Institute will attempt to give advance notice of changes in work schedules.

COMPANY SUPPORT OF COMMUNITY ACTION PROGRAMS

The Company notifies appropriate public and private organizations, as noted throughout this Plan, of its commitment to equal employment opportunity and affirmative action and will seek referrals of minorities, women, the disabled, veterans and older workers from those sources.

*

*

*

The Company will continue to make good faith efforts to work with and support community action programs and will consider such diverse activities as:

1. Encourage minority and female employees to participate actively in National Alliance of Businessmen programs for youth motivation.
2. Support vocational guidance institutes, vestibule training programs and similar activities.
3. Assist secondary schools and colleges in programs designed to enable minority and female graduates of these institutions to compete in the open employment market on a more equitable basis.
4. Support programs developed by such organizations as National Alliance of Businessmen, the Urban Coalition and other organizations concerned with employment opportunities for minorities or women.

A sample of our support of community action programs is attached at the end of this section.

Office of Physics Ellipse
College Park, MD 20740-3843

Tel. 301-209-3100
Fax 301-209-0843

COMMUNITY SERVICE--1996

The American Institute of Physics's conference rooms are available for the use of community meetings and functions. The following groups have used AIP's conference rooms for their meetings: The City of College Park, Yarrow Neighborhood Association, Prince George's County Government, etc.

AIP has also invited The United Way to give presentations to our employees. Individual employees of AIP have made contributions to The United Way.

Member Societies:

The American Physical Society

Optical Society of America

Acoustical Society of America

The Society of Rheology

American Association of
Physics Teachers

American Crystallographic
Association

American Astronomical Society

American Association of
Physicists in Medicine

American Vacuum Society

American Geophysical Union

GODDARD SPACE FLIGHT CENTER
GREENBELT, MARYLAND



QUAL PPORTUNITY ROGRAMS FFICE

Takes Pleasure in Awarding This

Certificate of Appreciation

To

TERRY BRAUN

For the Significant Contribution You Have Made to
the 1996 Summer Institute in Science, Technology,
Engineering, and Research (SISTER) Program
at Goddard Space Flight Center.

JUNE 28, 1996

A handwritten signature in cursive script, appearing to read "William P. Encke", written over a horizontal line.

BLOOD DONOR YEAR 1996

Certificate of Appreciation

awarded to

American Center of Physics

*In appreciation for your outstanding
support in helping to meet the blood
needs of patients in the community.*

*On behalf of the hospital patients who
received donations... Thank you!*

April 11, 1996
107 % of Goal



American Red Cross



AVAILABILITY ANALYSIS

AIP - MARYLAND-01/01/96

Job Group: SENIOR MANAGERS

(101)

Factor	Raw Statistics						Value Weight	Weighted Statistics					
	Female	Total Min.	Black	Hisp.	Am Ind	Asian		Female	Total Min.	Black	Hisp.	Am Ind	Asian
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	37.32	26.17	5.72	0.25	5.04	0.00	-	0.00	0.00	0.00	0.00	0.00
1B Percentage of Women Among Those Seeking Employment in Labor or Recruiting Area	61.67	-	-	-	-	-	0.00	0.00	-	-	-	-	-
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	46.95	58.53	44.93	8.52	0.48	4.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 Percentage of Minorities and Women in Total Work- force in Immediate Labor Area	48.35	35.72	24.61	5.79	0.28	4.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	34.11	11.04	4.18	3.99	0.32	2.49	75.00	25.58	8.28	3.14	2.99	0.24	1.87
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	34.11	11.04	4.18	3.99	0.32	2.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6 Percentage of Minorities and Women Among Those Promotable or Transfer- able Within Facility	71.42	14.28	7.14	0.00	0.00	7.14	25.00	17.85	3.57	1.78	0.00	0.00	1.78
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	34.11	11.04	4.18	3.99	0.32	2.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Final Job Group Availabilities							100.00	43.44	11.85	4.92	2.99	0.24	3.65

AVAILABILITY ANALYSIS

AIP - MARYLAND-01/01/96

Group: OTHER MANAGERS

(102)

Factor	Raw Statistics						Value Weight	Weighted Statistics					
	Female	Total Min.	Black	Hisp.	Am Ind	Asian		Female	Total Min.	Black	Hisp.	Am Ind	Asian
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	37.32	26.17	5.72	0.25	5.04	0.00	-	0.00	0.00	0.00	0.00	0.00
1B Percentage of Women Among Those Seeking Employment in Labor or Recruiting Area	61.67	-	-	-	-	-		0.00	-	-	-	-	-
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	46.95	58.53	44.93	8.52	0.48	4.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 Percentage of Minorities and Women in Total Work- force in Immediate Labor Area	48.35	35.72	24.61	5.79	0.28	4.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	39.10	14.36	8.08	3.50	0.14	2.59	40.00	15.64	5.74	3.23	1.40	0.05	1.03
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	38.50	12.21	5.09	4.22	0.35	2.49	5.00	1.92	0.61	0.25	0.21	0.01	0.12
6 Percentage of Minorities and Women Among Those Promotable or Transfer- able Within Facility	34.78	13.04	4.34	0.00	0.00	8.69	45.00	15.65	5.86	1.95	0.00	0.00	3.91
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	38.50	12.21	5.09	4.22	0.35	2.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	72.22	11.11	11.11	0.00	0.00	0.00	10.00	7.22	1.11	1.11	0.00	0.00	0.00
Final Job Group Availabilities							100.00	40.44	13.33	6.55	1.61	0.07	5.07

AVAILABILITY ANALYSIS

AIP - MARYLAND-01/01/96

Group: SENIOR PROFESSIONALS

(201)

Factor	Raw Statistics						Value Weight	Weighted Statistics					
	Female	Total Min.	Black	Hisp.	Am Ind	Asian		Female	Total Min.	Black	Hisp.	Am Ind	Asian
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	37.32	26.17	5.72	0.25	5.04	0.00	-	0.00	0.00	0.00	0.00	0.00
1B Percentage of Women Among Those Seeking Employment in Labor or Recruiting Area	61.67	-	-	-	-	-	0.00	0.00	-	-	-	-	-
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	46.95	58.53	44.93	8.52	0.48	4.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 Percentage of Minorities and Women in Total Work- force in Immediate Labor Area	48.35	35.72	24.61	5.79	0.28	4.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	49.95	20.36	15.17	2.03	0.29	2.81	50.00	24.98	10.18	7.58	1.01	0.14	1.40
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	47.79	15.66	7.58	4.04	0.42	3.56	10.00	4.77	1.56	0.75	0.40	0.04	0.35
6 Percentage of Minorities and Women Among Those Promotable or Transfer- able Within Facility	72.22	11.11	11.11	0.00	0.00	0.00	39.00	28.16	4.33	4.33	0.00	0.00	0.00
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	47.79	15.66	7.58	4.04	0.42	3.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	50.00	50.00	0.00	0.00	0.00	50.00	1.00	0.50	0.50	0.00	0.00	0.00	0.50
Final Job Group Availabilities							100.00	58.42	16.58	12.67	1.42	0.18	2.26

AVAILABILITY ANALYSIS

AIP - MARYLAND-01/01/96

b Group:OTHER PROFS\TECHS (202\301) (202)

Factor	Raw Statistics						Value Weight	Weighted Statistics					
	Female	Total Min.	Black	Hisp.	Am Ind	Asian		Female	Total Min.	Black	Hisp.	Am Ind	Asian
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	37.32	26.17	5.72	0.25	5.04	0.00	-	0.00	0.00	0.00	0.00	0.00
1B Percentage of Women Among Those Seeking Employment in Labor or Recruiting Area	61.67	-	-	-	-	-	0.00	0.00	-	-	-	-	-
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	46.95	58.53	44.93	8.52	0.48	4.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 Percentage of Minorities and Women in Total Work- force in Immediate Labor Area	48.35	35.72	24.61	5.79	0.28	4.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	50.38	27.85	19.07	2.98	0.20	5.53	80.00	40.31	22.28	15.26	2.39	0.16	4.42
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	52.70	22.79	16.56	2.08	0.21	3.90	10.00	5.27	2.27	1.65	0.20	0.02	0.39
6 Percentage of Minorities and Women Among Those Promotable or Transfer- able Within Facility	72.72	50.00	36.36	9.09	0.00	4.54	10.00	7.27	5.00	3.63	0.90	0.00	0.45
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	52.70	22.79	16.56	2.08	0.21	3.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Final Job Group Availabilities							100.00	52.85	29.56	20.55	3.50	0.18	5.27

AVAILABILITY ANALYSIS

AIP - MARYLAND-01/01/96

Job Group: SENIOR CLERICALS

(501)

Factor	Raw Statistics						Value Weight	Weighted Statistics					
	Female	Total Min.	Black	Hisp.	Am Ind	Asian		Female	Total Min.	Black	Hisp.	Am Ind	Asian
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	37.32	26.17	5.72	0.25	5.04	0.00	-	0.00	0.00	0.00	0.00	0.00
1B Percentage of Women Among Those Seeking Employment in Labor or Recruiting Area	61.67	-	-	-	-	-	0.00	0.00	-	-	-	-	-
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	46.95	58.53	44.93	8.52	0.48	4.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 Percentage of Minorities and Women in Total Work- force in Immediate Labor Area	48.35	35.72	24.61	5.79	0.28	4.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	89.04	36.26	28.60	3.83	0.36	3.42	30.00	26.71	10.88	8.58	1.15	0.11	1.02
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	89.04	36.26	28.60	3.83	0.36	3.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6 Percentage of Minorities and Women Among Those Promotable or Transfer- able Within Facility	85.71	39.28	32.14	3.57	0.00	3.57	70.00	60.00	27.50	22.50	2.50	0.00	2.50
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	89.04	36.26	28.60	3.83	0.36	3.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Final Job Group Availabilities							100.00	86.71	38.38	31.08	3.65	0.11	3.52

AVAILABILITY ANALYSIS

AIP - MARYLAND-01/01/96

Group: OTHER CLERICALS

(502)

Factor	Raw Statistics						Value Weight	Weighted Statistics					
	Female	Total Min.	Black	Hisp.	Am Ind	Asian		Female	Total Min.	Black	Hisp.	Am Ind	Asian
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	37.32	26.17	5.72	0.25	5.04	0.00	-	0.00	0.00	0.00	0.00	0.00
1B Percentage of Women Among Those Seeking Employment in Labor or Recruiting Area	61.67	-	-	-	-	-	0.00	0.00	-	-	-	-	-
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	46.95	58.53	44.93	8.52	0.48	4.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 Percentage of Minorities and Women in Total Work- force in Immediate Labor Area	48.35	35.72	24.61	5.79	0.28	4.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	91.57	38.45	30.56	3.89	0.36	3.59	100.00	91.57	38.45	30.56	3.89	0.36	3.59
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	91.57	38.45	30.56	3.89	0.36	3.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6 Percentage of Minorities and Women Among Those Promotable or Transfer- able Within Facility	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	91.57	38.45	30.56	3.89	0.36	3.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Final Job Group Availabilities							100.00	91.57	38.45	30.56	3.89	0.36	3.59

AVAILABILITY ANALYSIS

AIP - MARYLAND-01/01/96

b Group:SERVICE WORKERS

(901)

Factor	Raw Statistics						Value Weight	Weighted Statistics					
	Female	Total Min.	Black	Hisp.	Am Ind	Asian		Female	Total Min.	Black	Hisp.	Am Ind	Asian
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	37.32	26.17	5.72	0.25	5.04	0.00	-	0.00	0.00	0.00	0.00	0.00
1B Percentage of Women Among Those Seeking Employment in Labor or Recruiting Area	61.67	-	-	-	-	-	0.00	0.00	-	-	-	-	-
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	46.95	58.53	44.93	8.52	0.48	4.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 Percentage of Minorities and Women in Total Work- force in Immediate Labor Area	48.35	35.72	24.61	5.79	0.28	4.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	77.99	52.38	32.11	15.21	0.18	4.87	100.00	77.99	52.38	32.11	15.21	0.18	4.87
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	77.99	52.38	32.11	15.21	0.18	4.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6 Percentage of Minorities and Women Among Those Promotable or Transfer- able Within Facility	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	77.99	52.38	32.11	15.21	0.18	4.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Final Job Group Availabilities							100.00	77.99	52.38	32.11	15.21	0.18	4.87

AIP - MARYLAND 1/1/96
UTILIZATION ANALYSIS - WORKFORCE TOTALS INPUT

JOB GROUP	TOT EMP	FEM	TOT MIN	BLK	HISP	AM IND	ASI
Senior Managers (101)	15	2	1	0	0	1	0
Other Managers (102)	14	10	2	1	0	0	1
Senior Professionals (201)	23	8	3	1	0	0	2
Other Professionals/Techs (202/301)	20	14	3	2	0	0	1
Senior Clericals (501)	22	16	11	8	2	0	1
Other Clericals (502)	28	24	11	9	1	0	1
Service Workers (901)	4	4	2	1	0	0	1

**AIP - MARYLAND
1996 GOALS**

JOB GROUP	FEMALE	MINORITY
Senior Managers (101)	43.44%	N/A
Senior Professionals (201)	58.42%	N/A
Other Professionals (202)	N/A	29.56%

Utilization Analysis
Workforce v. Availability Percentages

AIP - MARYLAND-01/01/96

Job Group Name -----	Code ----	Wkf Total	Female	Total	Black	Hispanic	Am Ind	Asian
			Wkf % Avl %	Minority Wkf % Avl %	Wkf % Avl %	Wkf % Avl %	Wkf % Avl %	Wkf % Avl %
-----	----	-----	-----	-----	-----	-----	-----	-----
SENIOR MANAGERS	101	15	13.33 43.44	6.66 11.85	0.00 4.92	0.00 2.99	6.66 0.24	0.00 3.65
OTHER MANAGERS	102	14	71.42 40.44	14.28 13.33	7.14 6.55	0.00 1.61	0.00 0.07	7.14 5.07
SENIOR PROFESSIONALS	201	23	34.78 58.42	13.04 16.58	4.34 12.67	0.00 1.42	0.00 0.18	8.69 2.26
OTHER PROFS\TECHS (202\301)	202	20	70.00 52.85	15.00 29.56	10.00 20.55	0.00 3.50	0.00 0.18	5.00 5.27
SENIOR CLERICALS	501	22	72.72 86.71	50.00 38.38	36.36 31.08	9.09 3.65	0.00 0.11	4.54 3.52
OTHER CLERICALS	502	28	85.71 91.57	39.28 38.45	32.14 30.56	3.57 3.89	0.00 0.36	3.57 3.59
SERVICE WORKERS	901	4	100.00 77.99	50.00 52.38	25.00 32.11	0.00 15.21	0.00 0.18	25.00 4.87

Utilization Analysis
80% Rule

AIP - MARYLAND-01/01/96

Job Group Name	Code	Female	Total Minority
-----	----	-----	-----
SENIOR MANAGERS	101	Y	
OTHER MANAGERS	102		
SENIOR PROFESSIONALS	201	Y	
OTHER PROFS\TECHS (202\301)	202		Y
SENIOR CLERICALS	501		
OTHER CLERICALS	502		
SERVICE WORKERS	901		

Note: Whole Person Rule is in effect

Y - Underutilization exists

Utilization Analysis
80% Rule (Detail)

AIP - MARYLAND-01/01/96

Job Group Name	Code	Female	Total Minority
-----	----	-----	-----
SENIOR MANAGERS	101	30.69	56.21
OTHER MANAGERS	102	176.61	107.09
SENIOR PROFESSIONALS	201	59.53	78.66
OTHER PROFS\TECHS (202\301)	202	132.44	50.73
SENIOR CLERICALS	501	83.86	130.27
OTHER CLERICALS	502	93.59	102.16
SERVICE WORKERS	901	128.20	95.44

Note: Whole Person Rule is in effect

The numbers shown are the ratios of workforce percentage to availability percentage.

AMERICAN INSTITUTE OF PHYSICS - MARYLAND FACILITY

1995 PLAN YEAR

NARRATIVE DISCUSSION OF ACHIEVEMENT OF PRIOR YEAR'S GOALS

The following describes the Maryland facility of American Institute of Physics' 1995 Affirmative Action Plan goals and the good faith efforts we have made in those job groups where statistically significant underutilization was identified and goals were established. Through our good faith efforts, we achieved two of the three goals we established at the beginning of our prior plan year. In addition, our positive placements allowed us to eliminate one goal for the current plan year.

101 - **Senior Managers** - Total Incumbents: 14

Female Availability:	29.15%
Representation:	14.28%
Goal:	29.15%
Placement Rate:	0%

There was only one job opening in this job group during the 1995 Plan year. To identify and attract qualified females to fill this opening, we sought applicants from recruitment sources and referrals from incumbents and encouraged employees to expand their skills and education through our tuition assistance program. However, because of the limited number of placements into this job group, we have not yet achieved our goal.

- Minority Availability: 8.28%
Representation: 0%
Goal: 8.28%
Placement Rate: 100.00%

Through our good faith efforts, we achieved a placement rate of 100% which exceeded our goal (8.28%). In addition, as a result of our placement, we eliminated this goal in the next plan year.

201 - **Senior Professionals** - Total Incumbents: 21

- Female Availability: 59.50%
Representation: 33.33%
Goal: 59.50%
Placement Rate: 100.00%

We achieved our goal in this job group by attaining a placement rate for females of 100%.

- There was no goal for minorities in this job group.

AMERICAN INSTITUTE OF PHYSICS - MARYLAND FACILITY

1996 PLAN YEAR

NARRATIVE DISCUSSION OF ACHIEVEMENT OF PRIOR YEAR'S GOALS

The following describes the Maryland facility of American Institute of Physics' 1996 Affirmative Action Plan goals and the good faith efforts we have made during the first six months of our plan year in those job groups where statistically significant underutilization was identified and goals were established. Through our good faith efforts, we achieved one of our goals and substantially achieved another by placing females into job group 201 at a rate which exceeded 85% of their availability.

101 - **Senior Managers** - Total Incumbents: 15

Female Availability:	43.44%
Representation:	13.33%
Goal:	43.44%
Placement Rate:	0%

Thus far during the 1996 plan year, there have been no opportunities for placement in this job group.

- There is no goal for minorities in this job group.

201 - **Senior Professionals** - Total Incumbents: 23

- Female Availability: 58.42%
- Representation: 34.78%
- Goal: 58.42%
- Placement Rate: 50.00%

We substantially achieved our goal in this job group by attaining a placement rate for females of 50.00%. We will continue to make good faith efforts in this area.

- There was no goal for minorities in this job group.

202 - **Other Professionals\Technicians** - Total Incumbents: 20

- In this job group, there was no goal for females as their representation (70.00%) exceeded their statistical availability (52.85%).

- Minority Availability: 29.56%
- Representation: 15.00%
- Goal: 29.56%
- Placement Rate: 33.33%

- We achieved our goal for females in this job group by attaining a female placement rate (33.33%) which exceeded their statistical availability (29.56%).

IMPACT RATIO ANALYSIS

Dates of Activity Date: From 1/1/96 To 6/30/96
 Date of Incumbency Data: 1/1/96

IRA Worksheet for: AIP - Maryland

JOB AREA	HIRES (H/A)						PROMOTIONS (P/POOL)						TERMINATION (T/INCUMBENCY)					
	RATE FOR: FEM	RATE FOR: MALE	I R A	ONLY if under .8			RATE FOR: FEM	RATE FOR: MALE	I R A	ONLY if under .8			RATE FOR: FEM	RATE FOR: MALE	I R A	ONLY if over 1.2		
				OSR	EXP	ACT				OSR	EXP	ACT				OSR	EXP	ACT
a	b	c	d	e	f	g	h		d	e	f	g	h		d	e	f	g
JOB GROUP 101	0/0	0/0	0					0/2	0/13	0				0/2	0/13	0		
JOB GROUP 102	0/0	0/0	0					0	0					0	0			
JOB GROUP 201	3/6	3/9	1.52					0/8	1/15	0				1/8	0/15	0		
JOB GROUP 202	.50	.33						0	.07	>				.13	0	>	.04	1
JOB GROUP 301	1/4	2/4	.50	3/8	1.52			0/13	0/5	0				0/13	0/5	0		
	.25	.50	>	.38	1	1	0	0	0					0	0			
	1/2	1/4	2.0					0/1	0/1	0				0/1	0/1	0		
	.50	.25						0	0					0	0			

OSR = OVERALL SELECTION RATE (TOTAL SELECTIONS ÷ TOTAL APPLICANTS/POOL)
 EXP = EXPECTED NUMBER OF SELECTIONS (NUMBER OF MINORITY APPLICANTS/POOL X OVERALL SELECTION RATE)
 ACT = ACTUAL NUMBER OF MINORITY SELECTIONS
 DIF = NUMERICAL DIFFERENCE BETWEEN THE EXPECTED AND ACTUAL NUMBER OF MINORITY SELECTIONS

IMPACT RATIO ANALYSIS

Dates of Activity Date: From 1/1/96 To 6/30/96
 Date of Incumbency Data: 1/1/96

IRA Worksheet for: AIP - Maryland

JOB AREA	HIRES (H/A)					PROMOTIONS (P/POOL)					TERMINATION (T/INCUMBENCY)				
	RATE FOR: FEM	I R A	ONLY if under .8			RATE FOR: FEM	I R A	ONLY if under .8			RATE FOR: FEM	I R A	ONLY if over 1.2		
			OSR	EXP	ACT			OSR	EXP	ACT			OSR	EXP	ACT
a	b	d	e	f	g	h	c	d	e	f	g	h	e	f	g
JOB GROUP 501	1/1 1.0	0/2 0					0/16 0	1/6 .17	1/22 .05	.80 0	0/16 0	0 0	0/6 0		
JOB GROUP 502	5/9 .56	3/10 .30					3/24 .13	0/4 0			3/24 .13	1/4 .25			
JOB GROUP 901	3/6 .50	0/0 0					0/4 0	0/0 0			1/4 .25	0/0 0			

OSR = OVERALL SELECTION RATE (TOTAL SELECTIONS ÷ TOTAL APPLICANTS/POOL)
 EXP = EXPECTED NUMBER OF SELECTIONS (NUMBER OF MINORITY APPLICANTS/POOL X OVERALL SELECTION RATE)
 ACT = ACTUAL NUMBER OF MINORITY SELECTIONS
 DIF = NUMERICAL DIFFERENCE BETWEEN THE EXPECTED AND ACTUAL NUMBER OF MINORITY SELECTIONS

IMPACT RATIO ANALYSIS

Dates of Activity Date: From 1/1/96 To 6/30/96
 Date of Incumbency Data: 1/1/96

IRA Worksheet for: AIP - Maryland

JOB AREA	HIRES (H/A)						PROMOTIONS (P/POOL)						TERMINATION (T/INCUMBENCY)					
	ONLY if under .8		ONLY if under .8		ONLY if under .8		ONLY if under .8		ONLY if under .8		ONLY if over 1.2		ONLY if over 1.2		ONLY if over 1.2		ONLY if over 1.2	
	RATE FOR: MIN	RATE FOR: NonM	I R A	OSR	EXP	ACT	DIF	RATE FOR: MIN	RATE FOR: NonM	I R A	OSR	EXP	ACT	DIF	RATE FOR: MIN	RATE FOR: NonM	I R A	OSR
a	b	c	d	e	f	g	h	b	c	d	e	f	g	h	b	c	d	e
JOB GROUP 101	0/0 0	0/0 0	0					0/1 0	0/14 0	0					0/1 0	0/14 0	0	
JOB GROUP 102	0/0 0	0/0 0	0					1/2 .50	0/12 0	0					0/2 0	0/12 0	0	
JOB GROUP 201	0/0 0	6/15 .40	0					0/3 0	1/20 .05	0	1/23 .04	.12 0	0 0	0 0	0/3 0	1/20 .05	0	
JOB GROUP 202	0/2 0	3/6 .50	0 >	3/8 .38	.76 0	0 0	0 0	0/2 0	0/16 0	0					0/2 0	0/16 0	0	
JOB GROUP 301	1/2 .50	1/4 .25	2.0					0/1 0	0/1 0	0					0/1 0	0/1 0	0	

OSR = OVERALL SELECTION RATE (TOTAL SELECTIONS ÷ TOTAL APPLICANTS/POOL)
 EXP = EXPECTED NUMBER OF SELECTIONS (NUMBER OF MINORITY APPLICANTS/POOL X OVERALL SELECTION RATE)
 ACT = ACTUAL NUMBER OF MINORITY SELECTIONS
 DIF = NUMERICAL DIFFERENCE BETWEEN THE EXPECTED AND ACTUAL NUMBER OF MINORITY SELECTIONS

IMPACT RATIO ANALYSIS

Dates of Activity Date: From 1/1/96 To 6/30/96
 Date of Incumbency Data: 1/1/96

IRA Worksheet for: AIP - Maryland

JOB AREA	HIRES (H/A)				PROMOTIONS (P/POOL)				TERMINATION (T/INCUMBENCY)								
	RATE FOR: MIN	RATE FOR: I R A	ONLY if under .8			RATE FOR: MIN	RATE FOR: I R A	ONLY if under .8			RATE FOR: MIN	RATE FOR: I R A	ONLY if over 1.2				
			OSR	EXP	ACT			DIF	OSR	EXP			ACT	DIF	OSR	EXP	ACT
a	b	c	d	e	f	g	h	b	c	d	e	f	g	h			
JOB GROUP 501	0/0	1/3	0					1/11	0/11	0					0		
	0	.33						.09	0					0	0		
JOB GROUP 502	3/9	5/10	.66	8/19	3.78			2/11	1/19	3.6				1/11	3/19	.56	
	.33	.50	>	.42	3	3	0	.18	.05					.09	.16		
JOB GROUP 901	3/6	0/0	0					0/2	0/2	0				1/2	0/2	0	
	.50	0						0	0					.50	0	>	
														1/4	.50	1	0
														.25	1	1	0

OSR = OVERALL SELECTION RATE (TOTAL SELECTIONS ÷ TOTAL APPLICANTS/POOL)
 EXP = EXPECTED NUMBER OF SELECTIONS (NUMBER OF MINORITY APPLICANTS/POOL X OVERALL SELECTION RATE)
 ACT = ACTUAL NUMBER OF MINORITY SELECTIONS
 DIF = NUMERICAL DIFFERENCE BETWEEN THE EXPECTED AND ACTUAL NUMBER OF MINORITY SELECTIONS

AMERICAN INSTITUTE OF PHYSICS - MARYLAND FACILITY
1996 PLAN YEAR

IMPACT RATIO ANALYSIS

American Institute of Physics performed an Impact Ratio Analysis upon its selection procedures affecting those employees covered by its Maryland facility affirmative action plan for the first six months of its current plan year. AIP determined that no discrimination against minorities and females had resulted from its hiring, promotion, or termination procedures. While sporadic adverse impact was detected, except for a few instances, it was not statistically significant. Moreover, even where there was an indication of statistically significant adverse impact, upon further review, we found that all selections were based upon legitimate business reasons, and in many cases the initial finding was merely a numerical anomaly because of the limited number of selection decisions. We have described below those job groups where adverse impact affected minorities/females at a greater rate than non-minorities/males, respectively, and described the legitimate business reasons for our selection decisions in these instances.

I. FEMALES

A. Hires

JOB GROUP 202

We conducted an "Impact Ratio Analysis" upon hiring selections into this job group and found that while there was a slight indication of adverse impact, the difference between the expected number of female hires (0) and the actual number (0) was zero. Therefore, no statistically significant adverse impact occurred.

B. Promotions

JOB GROUP 201

We conducted an "Impact Ratio Analysis" upon the promotions from this job group. This analysis revealed an initial indication of adverse impact. However, there was no difference between the expected number of female promotions (0) and the actual number (0). Therefore no statistically significant adverse impact occurred, and the initial indication of adverse impact most likely was caused by the small number of selection decisions (1).

JOB GROUP 501

Our "Impact Ratio Analysis" on the promotions from this job group revealed an initial indication of adverse impact. Additional analysis demonstrated that the

expected number of female promotions (0) was equal to the actual number (0). Therefore, the initial indication of adverse impact was a statistical anomaly, most likely caused by the limited number of selection decisions (1) from this job group.

C. Terminations

JOB GROUP 201

Our "Impact Ratio Analysis" upon terminations from this job group initially indicated adverse impact. Through further analysis using the "Overall Selection Rate" method, we discovered that there was no difference between the expected (1) and actual number of female terminations (1). Therefore, there was no statistically significant adverse impact.

II. MINORITIES

A. Hires

JOB GROUP 202

Our "Impact Ratio Analysis" on the hiring decisions into this job group revealed an initial indication of adverse impact. Upon further analysis, we discovered that the difference between the expected number of minority hires (0) and the actual number (0) was zero. As a result, no statistically significant adverse impact occurred.

JOB GROUP 502

We conducted an "Impact Ratio Analysis" upon hiring selections into this job group and found that while there was an initial indication of adverse impact, the expected number of minority hires (0) equaled the actual number (0). Therefore, the initial indication of adverse impact was not statistically significant.

B. Promotions

JOB GROUP 201

We conducted an "Impact Ratio Analysis" upon the promotion decisions from this job group, which revealed an initial indication of adverse impact. However, the expected number of minority promotions (0) equaled the actual number (0). Therefore, no statistically significant adverse impact existed. In addition, the one promotion decision from this job group was supported by legitimate business reasons.

C. Terminations

JOB GROUP 901

Our "Impact Ratio Analysis" upon terminations from this job group initially indicated adverse impact. Through further analysis using the "Overall Selection Rate" method, we discovered that there was no difference between the expected (1) and actual number of minority terminations (1). Therefore, there was no statistically significant adverse impact.

211

IRA Worksheet for: AIP - Maryland

$$\text{OSR} = \text{OVERALL SELECTION RATE (TOTAL SELECTIONS} \div \text{TOTAL APPLICANTS/POOL)}$$

EXP = EXPECTED NUMBER OF SELECTIONS (NUMBER
ACT = ACTUAL NUMBER OF MINORITY SELECTIONS

ACT - ACTUAL NUMBER OF MINORITY SELECTIONS
 DIFF = NUMERICAL DIFFERENCE BETWEEN THE EXPECTED AND ACTUAL NUMBER OF MINORITY SELECTIONS

* - NUMERICAL DIFFERENCE BETWEEN THE EXPECTED AND ACTUAL NUMBER OF MINORITY SELECTIONS
 ** - The applicant flow for Job Group 101 includes one individual who applied for a position in 1994 but was hired in 1995. This individual is recorded on the applicant flow logs for 1994.

IMPACT RATIO ANALYSIS

IRA Worksheet for: AIP - Maryland Dates of Activity Date: From 1/1/95 To 12/31/95
 Date of Incumbency Data: 1/1/95

JOB AREA	HIRES (H/A)				PROMOTIONS (P/POOL)				TERMINATION (T/INCUMBENCY)			
	RATE FOR: FEM	I R A	ONLY if under .8			RATE FOR: FEM	I R A	ONLY if under .8			RATE FOR: FEM	I R A
			OSR	EXP	ACT			OSR	EXP	ACT		
a	b	c	d	e	f	g	h	OSR	EXP	ACT	OSR	EXP
JOB GROUP 501	0/11 0	0/4 0	0					5/19 .26	0/6 0	1/4 1.64	4/19 .21	1/6 .17
JOB GROUP 502	15/27 .56	3/15 .20	2.8					7/17 .41	1/4 .25		8/17 .47	3/4 .75
JOB GROUP 901	4/7 .57	0/0 0	0					1/3 .33	0/0 0		6/7 .86*	0/0 0

OSR = OVERALL SELECTION RATE (TOTAL SELECTIONS ÷ TOTAL APPLICANTS/POOL)
 EXP = EXPECTED NUMBER OF SELECTIONS (NUMBER OF MINORITY APPLICANTS/POOL X OVERALL SELECTION RATE)
 ACT = ACTUAL NUMBER OF MINORITY SELECTIONS
 DIF = NUMERICAL DIFFERENCE BETWEEN THE EXPECTED AND ACTUAL NUMBER OF MINORITY SELECTIONS

* The pool for terminations in Job Group 901 includes individuals hired into the Job Group during the 1995 plan year after the date of the incumbency data.

IMPACT RATIO ANALYSIS

Dates of Activity Date: From 1/1/95 To 12/31/95
 Date of Incumbency Data: 1/1/95

IRA Worksheet for: AIP - Maryland

JOB AREA	HIRES (H/A)						PROMOTIONS (P/POOL)						TERMINATION (T/INCUMBENCY)					
	RATE FOR: MIN	I R A	ONLY if under .8			RATE FOR: MIN	I R A	OSR	EXP	ACT	DIF	RATE FOR: NonM	I R A	RATE FOR: MIN	I R A	ONLY if over 1.2		
			OSR	EXP	ACT											OSR	EXP	ACT DIF
a	b	c	d	e	f	g	h											
JOB GROUP 101	1/1*	0/0	0									0/0	0/14	0				
	1.0	0										0	>	0				
JOB GROUP 102	0/0	0/0	0									0/1	1/10	0				
	0	0										0	.10	>				
JOB GROUP 201	0/0	0/0	0									0/4	1/17	0				
	0	0										0	.06	>				
JOB GROUP 202	1/15	7/20	.20	8/35	3.45							0/3	1/13	0				
	.07	.35	>	.23	3	1	2					0	.08	>				
JOB GROUP 301	1/5	0/3	0									0/1	0/1	0		1/2	.50	
	.20	0										0	0			.50	1	0

OSR = OVERALL SELECTION RATE (TOTAL SELECTIONS ÷ TOTAL APPLICANTS/POOL)

EXP = EXPECTED NUMBER OF SELECTIONS (NUMBER OF MINORITY APPLICANTS/POOL X OVERALL SELECTION RATE)

ACT = ACTUAL NUMBER OF MINORITY SELECTIONS

DIF = NUMERICAL DIFFERENCE BETWEEN THE EXPECTED AND ACTUAL NUMBER OF MINORITY SELECTIONS

* The applicant flow for Job Group 101 includes one individual who applied for a position in 1994 but was hired in 1995. This individual is recorded on the applicant flow logs for 1994.

IMPACT RATIO ANALYSIS

IRA Worksheet for: AIP - Maryland Dates of Activity Date: From 1/1/95 To 12/31/95
 Date of Incumbency Data: 1/1/95

JOB AREA	HIRES (H/A)				PROMOTIONS (P/POOL)				TERMINATION (T/INCUMBENCY)									
	RATE FOR: MIN	RATE FOR: NonM	ONLY if under .8			RATE FOR: MIN	RATE FOR: NonM	ONLY if under .8			RATE FOR: MIN	RATE FOR: NonM	I R A	ONLY if over 1.2				
			OSR	EXP	ACT			DIF	OSR	EXP				ACT	DIF	OSR	EXP	ACT
a	b	c	d	e	f	g	h	b	c	d	e	f	g	h				
JOB GROUP 501	0/5 0	0/10 0	0					2/10 .20	3/15 .20	1.0			3/10 .30	2/15 .13	2.3 >	5/25 .20	2.0 2	3 1
JOB GROUP 502	5/14 .38	13/28 .46	.83					3/14 .21	5/8 .63	.33 >	8/22 .36	5.04 5	4/14 .29	7/8 .88				
JOB GROUP 901	3/5 .60	1/2 .50	1.2					0/2 0	1/1 1.0	0 >	1/3 .33	.66 0	4/5* .80	2/2 1.0				

OSR = OVERALL SELECTION RATE (TOTAL SELECTIONS + TOTAL APPLICANTS/POOL)
 EXP = EXPECTED NUMBER OF SELECTIONS (NUMBER OF MINORITY APPLICANTS/POOL X OVERALL SELECTION RATE)
 ACT = ACTUAL NUMBER OF MINORITY SELECTIONS
 DIF = NUMERICAL DIFFERENCE BETWEEN THE EXPECTED AND ACTUAL NUMBER OF MINORITY SELECTIONS

* The pool for termination in Job Group 901 includes individuals hired into the Job Group during the 1995 plan year after the date of the incumbency data.

AMERICAN INSTITUTE OF PHYSICS - MARYLAND FACILITY
1995 PLAN YEAR

IMPACT RATIO ANALYSIS

American Institute of Physics performed an Impact Ratio Analysis upon its selection procedures for employees covered by its Maryland facility affirmative action plan. AIP determined that no discrimination against minorities and females had resulted from its hiring, promotion, or termination procedures. While sporadic adverse impact was detected, except for a few instances, it was not statistically significant. Moreover, even where there was an indication of statistically significant adverse impact, upon further review, we found that all selections were based upon legitimate business reasons, and in many cases the initial finding was merely a numerical anomaly because of the limited number of selection decisions. We have described below those job groups where adverse impact affected minorities/females at a greater rate than non-minorities/males, respectively, and described the legitimate business reasons for our selection decisions in these instances.

I. FEMALES

A. Hires

JOB GROUP 301

We conducted an "Impact Ratio Analysis" upon the hires into this job group and found an initial indication of adverse impact. Upon further analysis, we discovered that the difference between the expected number of female hires (0) and the actual number (0) was zero. As a result, there was no statistically significant adverse impact.

B. Promotions

JOB GROUP 102

We conducted an "Impact Ratio Analysis" upon the promotions from this job group. This analysis revealed an initial indication of adverse impact. Upon further analysis, we discovered that the difference between the expected number of female promotions (0) and the actual number (0) was zero. As a result, there was no statistically significant adverse impact.

JOB GROUP 201

We conducted an "Impact Ratio Analysis" upon promotions from this job group. Our analysis revealed a slight indication of adverse impact. However, the expected number of female promotions (0) equaled the actual number

JOB GROUP 202

We conducted an "Impact Ratio Analysis" upon the promotions from this job group which revealed an initial indication of adverse impact. However, there was no difference between the expected number of minority promotions (0) and the actual number (0). Therefore no statistically significant adverse impact occurred. In addition, there were a limited number of selections (1) from this job group during the plan year.

JOB GROUP 502

We conducted an "Impact Ratio Analysis" upon the promotions from this job group and found an initial indication of adverse impact. Upon further analysis, we discovered that the difference between the expected number of minority promotions (5) and the actual number (3) was only two individuals. We reviewed the promotions from this job group and determined that each was supported by legitimate business reasons.

JOB GROUP 901

We conducted an "Impact Ratio Analysis" upon the promotions from this job group. This analysis revealed an initial indication of adverse impact. Upon further analysis, we discovered that the difference between the expected number of minority promotions (0) and the actual number (0) was zero. As a result, there was no statistically significant adverse impact.

C. Terminations

JOB GROUP 301

Our "Impact Ratio Analysis" upon terminations from this job group initially indicated adverse impact. Through further analysis using the "Overall Selection Rate" method, we discovered that there was no difference between the expected (1) and actual number of minority terminations (1). Therefore, there was no statistically significant adverse impact.

JOB GROUP 501

Our "Impact Ratio Analysis" upon terminations from this job group initially indicated adverse impact. However, further analysis revealed that the difference between the expected (2) and actual number of minority terminations (3) was only one individual. We reviewed each termination and determined that they all were supported by legitimate business reasons.

AIP - MARYLAND
January 1, 1996 - June 30, 1996
PLACEMENT ANALYSIS

JOB GROUP**Total Placements: 0**

101

	MINORITIES	NON-MINORITIES	FEMALES	MALES
Hires	0	0	0	0
Prom	0	0	0	0
Trans	0	0	0	0
Total	0	0	0	0
Percent	0%	0%	0%	0%

JOB GROUP**Total Placements: 0**

102

	MINORITIES	NON-MINORITIES	FEMALES	MALES
Hires	0	0	0	0
Prom	0	0	0	0
Trans	0	0	0	0
Total	0	0	0	0
Percent	0%	0%	0%	0%

JOB GROUP**Total Placements: 6**

201

	MINORITIES	NON-MINORITIES	FEMALES	MALES
Hires	0	6	3	3
Prom	0	0	0	0
Trans	0	0	0	0
Total	0	6	3	3
Percent	0%	100%	50.00%	50.00%

AIP - MARYLAND
January 1, 1996 - June 30, 1996
PLACEMENT ANALYSIS

JOB GROUP**Total Placements: 6**

202/301

	MINORITIES	NON-MINORITIES	FEMALES	MALES
Hires	1	4	2	3
Prom	0	1	0	1
Trans	0	0	0	0
Total	1	5	2	4
Percent	16.67%	83.33%	33.33%	66.67%

JOB GROUP**Total Placements: 3**

501

	MINORITIES	NON-MINORITIES	FEMALES	MALES
Hires	0	1	1	0
Prom	1	1	2	0
Trans	0	0	0	0
Total	1	2	3	0
Percent	33.33%	66.67%	100%	0%

JOB GROUP**Total Placements: 8**

502

	MINORITIES	NON-MINORITIES	FEMALES	MALES
Hires	3	5	5	3
Prom	0	0	0	0
Trans	0	0	0	0
Total	3	5	5	3
Percent	37.50%	62.50%	62.50%	37.50%

AIP - MARYLAND
January 1, 1996 - June 1, 1996
PLACEMENT ANALYSIS

JOB GROUP

Total Placements: 3

901

	MINORITIES	NON-MINORITIES	FEMALES	MALES
Hires	3	0	3	0
Prom	0	0	0	0
Trans	0	0	0	0
Total	3	0	3	0
Percent	100%	0%	100%	0%

AIP - MARYLAND
January 1, 1995 - December 31, 1995
PLACEMENT ANALYSIS

JOB GROUP

Total Placements: 1

101

	MINORITIES	NON-MINORITIES	FEMALES	MALES
Hires	1	0	0	1
Prom	0	0	0	0
Trans	0	0	0	0
Total	0	0	0	0
Percent	100%	0%	0%	100%

JOB GROUP

Total Placements: 0

102

	MINORITIES	NON-MINORITIES	FEMALES	MALES
Hires	0	0	0	0
Prom	0	0	0	0
Trans	0	0	0	0
Total	0	0	0	0
Percent	0%	0%	0%	0%

JOB GROUP

Total Placements: 1

201

	MINORITIES	NON-MINORITIES	FEMALES	MALES
Hires	0	0	0	0
Prom	0	1	1	0
Trans	0	0	0	0
Total	0	1	1	0
Percent	0%	100%	100%	0%

AIP - MARYLAND
January 1, 1995 - December 31, 1995
PLACEMENT ANALYSIS

JOB GROUP**Total Placements: 9**

202/301

	MINORITIES	NON-MINORITIES	FEMALES	MALES
Hires	2	7	4	5
Prom	0	0	0	0
Trans	0	0	0	0
Total	2	7	4	5
Percent	22.22%	77.78%	44.44%	55.56%

JOB GROUP**Total Placements: 5**

501

	MINORITIES	NON-MINORITIES	FEMALES	MALES
Hires	0	0	0	0
Prom	3	2	4	1
Trans	0	0	0	0
Total	3	2	4	1
Percent	60.00%	40.00%	80.00%	20.00%

JOB GROUP**Total Placements: 18**

502

	MINORITIES	NON-MINORITIES	FEMALES	MALES
Hires	5	13	15	3
Prom	0	0	0	0
Trans	0	0	0	0
Total	5	13	15	3
Percent	27.78%	72.22%	83.33%	16.67%

AIP - MARYLAND
January 1, 1995 - December 31, 1995
PLACEMENT ANALYSIS

JOB GROUP

Total Placements: 5

901

	MINORITIES	NON-MINORITIES	FEMALES	MALES
Hires	3	1	4	0
Prom	0	0	0	0
Trans	0	1	1	0
Total	3	2	5	0
Percent	60.00%	40.00%	100%	0%

AIP - Maryland
WHITE COLLAR SECTOR
(1996)

Females are statistically underrepresented in the following department:

Phys Today+

Minorities are not statistically underrepresented in any department.

Females are statistically concentrated in the following department(s):

Accounting Phys History
Exec Dir Off

Minorities are statistically concentrated in the following department.

Accounting Exec Dir Off+
ACP - Techn Supt+

AIP Maryland - JAAR ANALYSIS - Clerical Sector - 1996

UNDERREPRESENTATION (u)/CONCENTRATION (c)											
Department	Total	Female		Minority		Female		Minority			
		#	%	#	%	#	%	#	%		
CAREER SERVICES	5	4	80.00%	1	20.00%	N N(u) * N Y(u) +	80.00%	22	44.00%		
EDUC/EMPL STATS	16	10	62.50%	4	25.00%						
EDUCATION	6	4	66.67%	3	50.00%						
FAC SVCS	8	4	50.00%	5	62.50%						
						(64.00% - 96.00%)		(35.20% - 52.80%)			
Total						Total Employees 50					

* Indicates that the difference between the representation or concentration of females or minorities, respectively, and their "acceptable range" is less than a whole person and, therefore, not statistically significant.

+ As a general rule, American Institute of Physics - Maryland does not consider a difference of only a single person to be a problem area and, while the Company will make a good faith effort to correct such a difference, we will not give these areas the highest priority.

AIP - Maryland
CLERICAL SECTOR
(1996)

Females are statistically underrepresented in the following department:

Fac Svcs+

Minorities are statistically underrepresented in the following department:

Educ/Empl Stats+

Females are not statistically concentrated in any department.

Minorities are not statistically concentrated in any department.

Immediate Labor Area
Back-up Data-Factor 1A

FACTORS 1A, 1B, 2, & 3 AVAILABILITIES

AIP - MARYLAND-01/01/96

Factor -----		Total -----	Female -----	Total Minority -----	Black -----	Hispanic -----	Am Ind -----	Asian -----
1A - Minorities in Population	Counts	3,923,574	N/A	1,464,441	1,027,022	224,786	9,994	197,871
	Percentages	100.00	N/A	37.32	26.17	5.72	0.25	5.04

Data Source: 1990 AA DATA - WASH. DC MSA

Immediate Labor Area
Back-up Data-Factor 2

FACTORS 1A, 1B, 2, & 3 AVAILABILITIES

AIP - MARYLAND-01/01/96

Factor

Total	Female	Total Minority	Black	Hispanic	Am Ind	Asian
-----	-----	-----	-----	-----	-----	-----

2 - Unemployed

Counts	84,052	39,470	49,201	37,765	7,162	408	3,776
Percentages	100.00	46.95	58.53	44.93	8.52	0.48	.45

Data Source: 1990 AA DATA - WASH. DC MSA

Immediate Labor Area
Back-up Data-Factor 3

Data Source: 1990 AA DATA - WASH. DC MSA

Immediate Labor Area
Back-up Data-Factor 4

FACTOR 4 - FINAL AVAILABILITIES

AIP - MARYLAND-01/01/96

Job Group Name	Job Group Code	Total	Female	Minority	Black	Hispanic	Am Ind	Asian	Data Entry Method
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
SENIOR MANAGERS	101	34.11	11.04	4.18	3.99	0.32	2.49	Census Extract Components	
		Labor Area: United States							
OTHER MANAGERS	102	39.10	14.36	8.08	3.50	0.14	2.59	Census Extract Components	
		Labor Area: MID-ATLANTIC STATES							
SENIOR PROFESSIONALS	201	49.95	20.36	15.17	2.03	0.29	2.81	Census Extract Components	
		Labor Area: LOCAL STATES							
OTHER PROFS\TECHS (202\301)	202	50.38	27.85	19.07	2.98	0.20	5.53	Census Extract Components	
		Labor Area: Washington DC-MD-VA MSA							
SENIOR CLERICALS	501	89.04	36.26	28.60	3.83	0.36	3.42	Census Extract Components	
		Labor Area: Washington DC-MD-VA MSA							
OTHER CLERICALS	502	91.57	38.45	30.56	3.89	0.36	3.59	Census Extract Components	
		Labor Area: Washington DC-MD-VA MSA							
SERVICE WORKERS	901	77.99	52.38	32.11	15.21	0.18	4.87	Census Extract Components	
		Labor Area: Washington DC-MD-VA MSA							

FACTOR 4 - CENSUS EXTRACT COMPONENTS

AIP - MARYLAND-01/01/96

Job Title -----	Component Weight -----	Total -----	Female -----	Total Minority -----	Black -----	Hispanic -----	Am Ind -----	Asian -----
Job Group: SENIOR MANAGERS Labor Area: United States	(101)							
	0.00	19,023	5,235	4,197	2,627	1,021	274	267
		Census occupation: 4-CHIEF EXECS & GEN. ADMIN., PUBLIC ADMIN.						
	0.00	635,911	292,281	76,963	29,695	24,695	1,464	20,879
		Census occupation: 7-FINANCIAL MANAGERS						
	0.00	4,941,606	1,585,636	533,071	197,887	196,112	16,763	120,551
		Census occupation: 22-MANAGERS & ADMINISTRATORS, NEC, SALARIED						
	0.00	275,495	134,249	51,827	23,332	18,911	1,378	8,044
		Census occupation: 8-PERSONNEL & LABOR RELATIONS MANAGERS						
	0.00	609,109	193,698	50,075	17,932	18,405	1,457	12,165
		Census occupation: 13-MANAGERS, MARKETING, ADVER. & PUBLIC REL.						
	----- 0.00							
Job Group: OTHER MANAGERS Labor Area: MID-ATLANTIC STATES	(102)							
	0.00	46,746	36,169	7,817	5,115	1,011	68	1,588
		Census occupation: 164-LIBRARIANS						
	0.00	144,587	87,666	39,384	28,024	8,244	246	2,821
		Census occupation: 303-SUPERVISORS, GENERAL OFFICE						
	0.00	146,570	72,442	22,931	13,367	5,048	244	4,209
		Census occupation: 25-OTHER FINANCIAL OFFICERS						
	0.00	1,096,948	364,859	136,041	69,436	35,992	1,585	28,606
		Census occupation: 22-MANAGERS & ADMINISTRATORS, NEC, SALARIED						
	----- 0.00							
Job Group: SENIOR PROFESSIONALS Labor Area: LOCAL STATES	(201)							
	0.00	17,555	9,944	3,125	2,492	353	66	214
		Census occupation: 197-PUBLIC RELATIONS SPECIALISTS						
	0.00	46,950	16,272	9,166	5,568	1,035	131	2,408
		Census occupation: 64-COMPUTER SYSTEMS ANALYSTS & SCIENTISTS						

FACTOR 4 - CENSUS EXTRACT COMPONENTS

AIP - MARYLAND-01/01/96

Job Title -----	Component Weight -----	Total -----	Female -----	Total Minority -----	Black -----	Hispanic -----	Am Ind -----	Asian -----
Job Group: SENIOR PROFESSIONALS Labor Area: LOCAL STATES	(201)	continued						
	0.00	22,850	12,387	3,344	2,207	504	26	597
		Census occupation: 195-EDITORS & REPORTERS						
	0.00	6,330	3,330	763	598	107	4	54
		Census occupation: 184-TECHNICAL WRITERS						
	0.00	36,746	22,997	10,235	8,965	640	158	449
		Census occupation: 27-PERSONNEL, TRAINING & LABOR RELATIONS SPEC.						
	0.00	2,962	1,713	527	409	74	8	36
		Census occupation: 165-ARCHIVISTS & CURATORS						

	0.00							
Job Group: OTHER PROFS\TECHS (202\301) (202) Labor Area: Washington DC-MD-VA MSA								
	0.00	12,737	6,989	2,448	1,885	305	66	192
		Census occupation: 197-PUBLIC RELATIONS SPECIALISTS						
	0.00	16,281	8,894	2,593	1,613	455	8	507
		Census occupation: 195-EDITORS & REPORTERS						
	0.00	7,267	5,455	1,867	1,309	194	8	343
		Census occupation: 164-LIBRARIANS						
	0.00	1,999	1,116	354	282	44	0	28
		Census occupation: 165-ARCHIVISTS & CURATORS						
	0.00	49,586	25,907	15,638	10,424	1,554	59	3,584
		Census occupation: 23-ACCOUNTANTS & AUDITORS						
	0.00	3,780	2,205	556	408	90	4	54
		Census occupation: 184-TECHNICAL WRITERS						
	0.00	14,374	7,544	7,166	5,654	593	54	860
		Census occupation: 308-COMPUTER OPERATORS						
	0.00	29,690	10,275	7,183	4,313	822	77	1,947
		Census occupation: 64-COMPUTER SYSTEMS ANALYSTS & SCIENTISTS						

	0.00							

FACTOR 4 - CENSUS EXTRACT COMPONENTS

AIP - MARYLAND-01/01/96

Job Title -----	Component Weight -----	Total -----	Female -----	Total Minority -----	Black -----	Hispanic -----	Am Ind -----	Asian -----
Job Group: SENIOR CLERICALS (501)								
Labor Area: Washington DC-MD-VA MSA								
	0.00	16,191	8,977	6,164	5,153	488	71	452
		Census occupation: 303-SUPERVISORS, GENERAL OFFICE						
	0.00	100,631	98,720	36,855	29,744	3,825	386	2,861
		Census occupation: 313-SECRETARIES						
	0.00	3,674	2,641	1,388	836	207	0	345
		Census occupation: 329-LIBRARY CLERKS						
	0.00	27,886	23,333	8,921	6,173	1,232	86	1,417
		Census occupation: 337-BOOKKEEPERS, ACCOUNTING, & AUDITING CLERKS						
	0.00	2,372	1,889	1,076	928	80	13	55
		Census occupation: 328-PERSONNEL CLERKS, EXC PAYROLL AND TIMEKEEPING						
	0.00	5,341	3,442	2,208	1,815	154	21	218
		Census occupation: 386-STATISTICAL CLERKS						

	0.00							
Job Group: OTHER CLERICALS (502)								
Labor Area: Washington DC-MD-VA MSA								
	0.00	100,631	98,720	36,855	29,744	3,825	386	2,861
		Census occupation: 313-SECRETARIES						
	0.00	27,886	23,333	8,921	6,173	1,232	86	1,417
		Census occupation: 337-BOOKKEEPERS, ACCOUNTING, & AUDITING CLERKS						
	0.00	6,553	2,761	4,122	3,603	220	20	270
		Census occupation: 356-MAIL CLERKS, EXCEPT POSTAL SERVICE						
	0.00	2,372	1,889	1,076	928	80	13	55
		Census occupation: 328-PERSONNEL CLERKS, EXC PAYROLL AND TIMEKEEPING						
	0.00	18,351	17,222	6,444	5,158	739	31	516
		Census occupation: 319-RECEPTIONISTS						
	0.00	13,820	11,403	7,804	6,236	507	80	981
		Census occupation: 385-DATA-ENTRY KEYERS						

	0.00							

FACTOR 4 - CENSUS EXTRACT COMPONENTS

AIP - MARYLAND-01/01/96

Job Title -----	Component Weight -----	Total -----	Female -----	Total Minority -----	Black -----	Hispanic -----	Am Ind -----	Asian -----
Job Group: SERVICE WORKERS (901)								
Labor Area: Washington DC-MD-VA MSA								
	0.00	3,411	2,389	1,927	1,064	624	11	228
		Census occupation: 439-KITCHEN WORKERS, FOOD PREPARATION						
	0.00	2,602	2,301	1,223	867	291	0	65
		Census occupation: 468-CHILD CARE WORKERS, NEC						

	0.00							

FACTOR 5 - FINAL AVAILABILITIES

AIP - MARYLAND-01/01/96

Job Group Name	Job Group Code	Female	Total Minority	Black	Hispanic	Am Ind	Asian	Data Entry Method
SENIOR MANAGERS	101	34.11	11.04	4.18	3.99	0.32	2.49	Census Extract Components
Labor Area: United States								
OTHER MANAGERS	102	38.50	12.21	5.09	4.22	0.35	2.49	Census Extract Components
Labor Area: United States								
SENIOR PROFESSIONALS	201	47.79	15.66	7.58	4.04	0.42	3.56	Census Extract Components
Labor Area: United States								
OTHER PROFS\TECHS (202\301)	202	52.70	22.79	16.56	2.08	0.21	3.90	Census Extract Components
Labor Area: LOCAL STATES								
SENIOR CLERICALS	501	89.04	36.26	28.60	3.83	0.36	3.42	Census Extract Components
Labor Area: Washington DC-MD-VA MSA								
OTHER CLERICALS	502	91.57	38.45	30.56	3.89	0.36	3.59	Census Extract Components
Labor Area: Washington DC-MD-VA MSA								
SERVICE WORKERS	901	77.99	52.38	32.11	15.21	0.18	4.87	Census Extract Components
Labor Area: Washington DC-MD-VA MSA								

FACTOR 5 - CENSUS EXTRACT COMPONENTS

AIP - MARYLAND-01/01/96

Job Title -----	Component Weight -----	Total -----	Female -----	Total Minority -----	Black -----	Hispanic -----	Am Ind -----	Asian -----
Job Group: SENIOR PROFESSIONALS Labor Area: United States	(201)	continued						
	0.00	266,543	135,240	28,497	13,877	8,251	826	5,425
		Census occupation: 195-EDITORS & REPORTERS						
	0.00	74,292	37,027	6,780	3,381	1,500	290	1,593
		Census occupation: 184-TECHNICAL WRITERS						
	0.00	513,625	296,487	102,723	59,769	29,989	3,173	9,506
		Census occupation: 27-PERSONNEL, TRAINING & LABOR RELATIONS SPEC.						
	0.00	27,575	15,310	3,551	1,474	1,176	209	686
		Census occupation: 165-ARCHIVISTS & CURATORS						

	0.00							
Job Group: OTHER PROFS\TECHS (202\301) (202) Labor Area: LOCAL STATES								
	0.00	17,555	9,944	3,125	2,492	353	66	214
		Census occupation: 197-PUBLIC RELATIONS SPECIALISTS						
	0.00	22,850	12,387	3,344	2,207	504	26	597
		Census occupation: 195-EDITORS & REPORTERS						
	0.00	13,632	10,778	2,919	2,255	194	19	438
		Census occupation: 164-LIBRARIANS						
	0.00	2,962	1,713	527	409	74	8	36
		Census occupation: 165-ARCHIVISTS & CURATORS						
	0.00	92,505	49,825	21,486	15,000	1,914	129	4,422
		Census occupation: 23-ACCOUNTANTS & AUDITORS						
	0.00	6,330	3,330	763	598	107	4	54
		Census occupation: 184-TECHNICAL WRITERS						
	0.00	36,600	21,907	13,245	11,115	821	120	1,184
		Census occupation: 308-COMPUTER OPERATORS						
	0.00	46,950	16,272	9,166	5,568	1,035	131	2,408
		Census occupation: 64-COMPUTER SYSTEMS ANALYSTS & SCIENTISTS						

	0.00							

FACTOR 5 - CENSUS EXTRACT COMPONENTS

AIP - MARYLAND-01/01/96

Job Title -----	Component Weight -----	Total -----	Female -----	Total Minority -----	Black -----	Hispanic -----	Am Ind -----	Asian -----
Job Group: SENIOR CLERICALS (501)								
Labor Area: Washington DC-MD-VA MSA								
	0.00	16,191	8,977	6,164	5,153	488	71	452
		Census occupation: 303-SUPERVISORS, GENERAL OFFICE						
	0.00	100,631	98,720	36,855	29,744	3,825	386	2,861
		Census occupation: 313-SECRETARIES						
	0.00	3,674	2,641	1,388	836	207	0	345
		Census occupation: 329-LIBRARY CLERKS						
	0.00	27,886	23,333	8,921	6,173	1,232	86	1,417
		Census occupation: 337-BOOKKEEPERS, ACCOUNTING, & AUDITING CLERKS						
	0.00	2,372	1,889	1,076	928	80	13	55
		Census occupation: 328-PERSONNEL CLERKS, EXC PAYROLL AND TIMEKEEPING						
	0.00	5,341	3,442	2,208	1,815	154	21	218
		Census occupation: 386-STATISTICAL CLERKS						

	0.00							
Job Group: OTHER CLERICALS (502)								
Labor Area: Washington DC-MD-VA MSA								
	0.00	100,631	98,720	36,855	29,744	3,825	386	2,861
		Census occupation: 313-SECRETARIES						
	0.00	27,886	23,333	8,921	6,173	1,232	86	1,417
		Census occupation: 337-BOOKKEEPERS, ACCOUNTING, & AUDITING CLERKS						
	0.00	6,553	2,761	4,122	3,603	220	20	270
		Census occupation: 356-MAIL CLERKS, EXCEPT POSTAL SERVICE						
	0.00	2,372	1,889	1,076	928	80	13	55
		Census occupation: 328-PERSONNEL CLERKS, EXC PAYROLL AND TIMEKEEPING						
	0.00	18,351	17,222	6,444	5,158	739	31	516
		Census occupation: 319-RECEPTIONISTS						
	0.00	13,820	11,403	7,804	6,236	507	80	981
		Census occupation: 385-DATA-ENTRY KEYERS						

	0.00							

FACTOR 5 - CENSUS EXTRACT COMPONENTS

AIP - MARYLAND-01/01/96

Job Title -----	Component Weight -----	Total -----	Female -----	Total Minority -----	Black -----	Hispanic -----	Am Ind -----	Asian -----
Job Group: SERVICE WORKERS (901)								
Labor Area: Washington DC-MD-VA MSA								
	0.00	3,411	2,389	1,927	1,064	624	11	228
		Census occupation: 439-KITCHEN WORKERS, FOOD PREPARATION						
	0.00	2,602	2,301	1,223	867	291	0	65
		Census occupation: 468-CHILD CARE WORKERS, NEC						

	0.00							

Recruitment Area
Back-up Data-Factor 1B

FACTORS 1A, 1B, 2, & 3 AVAILABILITIES

AIP - MARYLAND-01/01/96

Factor -----	Total -----	Female -----	Total Minority -----	Black -----	Hispanic -----	Am Ind -----	Asian -----
-----------------	----------------	-----------------	----------------------------	----------------	-------------------	-----------------	----------------

1B - Women Seeking Employment

Counts	0	0
--------	---	---

Percentages	100.00	61.67
-------------	--------	-------

Data Source: AVG OF FAC 5 FEM W/ REQ SKILLS

Recruitment Area
Back-up Data-Factor 7

FACTOR 7 - FINAL AVAILABILITIES

AIP - MARYLAND-01/01/96

Job Group Name	Job Group Code	Female	Total Minority	Black	Hispanic	Am Ind	Asian	Data Entry Method
SENIOR MANAGERS	101	34.11	11.04	4.18	3.99	0.32	2.49	Factor Availabilities
OTHER MANAGERS	102	38.50	12.21	5.09	4.22	0.35	2.49	Factor Availabilities
SENIOR PROFESSIONALS	201	47.79	15.66	7.58	4.04	0.42	3.56	Factor Availabilities
OTHER PROFS\TECHS (202\301)	202	52.70	22.79	16.56	2.08	0.21	3.90	Factor Availabilities
SENIOR CLERICALS	501	89.04	36.26	28.60	3.83	0.36	3.42	Factor Availabilities
OTHER CLERICALS	502	91.57	38.45	30.56	3.89	0.36	3.59	Factor Availabilities
SERVICE WORKERS	901	77.99	52.38	32.11	15.21	0.18	4.87	Factor Availabilities

Incumbent Availability
Data-Factor 8

FACTOR 8 - FINAL AVAILABILITIES

AIP - MARYLAND-01/01/96

Job Group Name	Job Group Code	Female	Total Minority	Black	Hispanic	Am Ind	Asian	Data Entry Method
OTHER MANAGERS	102	72.22	11.11	11.11	0.00	0.00	0.00	User-Supplied Components
SENIOR PROFESSIONALS	201	50.00	50.00	0.00	0.00	0.00	50.00	User-Supplied Components

FACTOR 8 - USER-SUPPLIED COMPONENTS

AIP - MARYLAND-01/01/96

Job Title -----	Component Weight -----	Total -----	Female -----	Total Minority -----	Black -----	Hispanic -----	Am Ind -----	Asian -----
Job Group: OTHER MANAGERS	(102)							
OTHER PROFESSIONALS ONLY (202)	0.00	18	13	2	2	0	0	0

	0.00							
Job Group: SENIOR PROFESSIONALS	(201)							
TECHNICIANS ONLY (301)	0.00	2	1	1	0	0	0	1

	0.00							

Incumbent Availability
Data-Factor 6

FACTOR 6 - FINAL AVAILABILITIES

AIP - MARYLAND-01/01/96

Job Group Name	Job Group Code	Female	Total Minority	Black	Hispanic	Am Ind	Asian	Data Entry Method
SENIOR MANAGERS	101	71.42	14.28	7.14	0.00	0.00	7.14	User-Supplied Components
OTHER MANAGERS	102	34.78	13.04	4.34	0.00	0.00	8.69	User-Supplied Components
SENIOR PROFESSIONALS	201	72.22	11.11	11.11	0.00	0.00	0.00	User-Supplied Components
OTHER PROFS\TECHS (202\301)	202	72.72	50.00	36.36	9.09	0.00	4.54	User-Supplied Components
SENIOR CLERICALS	501	85.71	39.28	32.14	3.57	0.00	3.57	User-Supplied Components

FACTOR 6 - USER-SUPPLIED COMPONENTS

AIP - MARYLAND-01/01/96

Job Title	Component Weight	Total	Female	Total Minority	Black	Hispanic	Am Ind	Asian
-----	-----	-----	-----	-----	-----	-----	-----	-----
Job Group: SENIOR MANAGERS	(101)							
OTHER MANAGERS (102)	0.00	14	10	2	1	0	0	1

	0.00							
Job Group: OTHER MANAGERS	(102)							
SENIOR PROFESSIONALS (201)	0.00	23	8	3	1	0	0	2

	0.00							
Job Group: SENIOR PROFESSIONALS	(201)							
OTHER PROFESSIONALS ONLY (202)	0.00	18	13	2	2	0	0	0

	0.00							
Job Group: OTHER PROFS\TECHS (202\301) (202)								
SENIOR CLERICALS (501)	0.00	22	16	11	8	2	0	1

	0.00							
Job Group: SENIOR CLERICALS	(501)							
OTHER CLERICALS (502)	0.00	28	24	11	9	1	0	1

	0.00							

• Equal Employment
Opportunity Com-
mission

EMPLOYER INFORMATION REPORT EEO-1

O.M.B. No. 3048-0007
EXPIRES 12/31/93
100-213

1994

Office of Federal Contract Compliance Programs (Labor)
ST=24 CNTY=033 PRINCE GEORGE

CU=094514-4
U=094514-4
SIC=2740
S=3

EI=131667053-1
CC=97
MSN=90005522
MC=00000

AMER INST OF PHYSICS
AMER INST OF PHYSICS
1 PHYSICS ELLIPS
COLLEGE PARK

MD 20740

RETURN COMPLETED REPORT TO:
THE JOINT REPORTING COMMITTEE
P.O. BOX 779
NORFOLK, VA 23501

PHONE: (804) 461-1213

USE THIS FORM FOR YOUR HEADQUARTERS REPORT.

Section A—TYPE OF REPORT

Refer to instructions for number and types of reports to be filed.

1. Indicate by marking in the appropriate box the type of reporting unit for which this copy of the form is submitted (MARK ONLY ONE BOX).

(1) ☐ Single-establishment Employer Report

Multi-establishment Employer:

- (2) ☐ Consolidated Report (Required)
(3) ☒ Headquarters Unit Report (Required)
(4) ☐ Individual Establishment Report (submit one for each establishment with 50 or more employees)
(5) ☐ Special Report

2. Total number of reports being filed by this Company (Answer on Consolidated Report only)

Section B—COMPANY IDENTIFICATION (To be answered by all employers)

Parent Company

OFFICE
USE
ONLY

a. Name of parent company (owns or controls establishment in item 2) omit if same as label

a.

Address (Number and street)

b.

City or town

State

ZIP code

c.

2. Establishment for which this report is filed. (Omit if same as label)

a. Name of establishment

d.

Address (Number and street)

City or Town

County

State

ZIP code

e.

b. Employer Identification No. (IRS 9-DIGIT TAX NUMBER)

131667053 f.

c. Was an EEO-1 report filed for this establishment last year? ☒ Yes ☐ No

Section C—EMPLOYERS WHO ARE REQUIRED TO FILE (To be answered by all employers)

- ☒ Yes ☐ No 1. Does the entire company have at least 100 employees in the payroll period for which you are reporting?
☒ Yes ☐ No 2. Is your company affiliated through common ownership and/or centralized management with other entities in an enterprise with a total employment of 100 or more?
☒ Yes ☐ No 3. Does the company or any of its establishments (a) have 50 or more employees AND (b) is not exempt as provided by 41 CFR 60-1.5, AND either (1) is a prime government contractor or first-tier subcontractor, and has a contract, subcontract, or purchase order amounting to \$50,000 or more, or (2) serves as a depository of Government funds in any amount or is a financial institution which is an issuing and paying agent for U.S. Savings Bonds and Savings Notes?

If the response to question C-3 is yes, please enter your Dun and Bradstreet identification number (if you have one): 041376224

NOTE: If the answer is yes to questions 1, 2, or 3, complete the entire form, otherwise skip to Section G.

Section D—EMPLOYMENT DATA

Employment at this establishment—Report all permanent full-time and part-time employees including apprentices and on-the-job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures on all lines and in all columns. Blank spaces will be considered as zeros.

JOB CATEGORIES		NUMBER OF EMPLOYEES										
		OVERALL TOTALS (SUM OF COL. B THRU K)	MALE					FEMALE				
			WHITE (NOT OF HISPANIC ORIGIN)	BLACK (NOT OF HISPANIC ORIGIN)	HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	WHITE (NOT OF HISPANIC ORIGIN)	BLACK (NOT OF HISPANIC ORIGIN)	HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
A	B	C	D	E	F	G	H	I	J	K		
Officials and Managers	1	30	18	-	-	-	-	10	1	-	1	-
Professionals	2	31	14	-	-	-	-	16	-	1	-	-
Technicians	3	9	1	1	-	-	-	5	1	-	1	-
Sales Workers	4	-	-	-	-	-	-	-	-	-	-	-
Office and Clerical	5	50	2	10	1	1	-	21	13	2	-	-
Craft Workers (Skilled)	6	-	-	-	-	-	-	-	-	-	-	-
Operatives (Semi-Skilled)	7	-	-	-	-	-	-	-	-	-	-	-
Laborers (Unskilled)	8	-	-	-	-	-	-	-	-	-	-	-
Service Workers	9	1	-	-	-	-	-	1	-	-	-	-
TOTAL	10	121	35	11	1	1	-	53	15	3	2	-
Total employment reported in previous EEO-1 report	11	122	49	6	0	3	0	44	11	1	3	0

NOTE: Omit questions 1 and 2 on the Consolidated Report.

1. Date(s) of payroll period used: 9/15 - 9/30/94
2. Does this establishment employ apprentices?
1 ☐ Yes 2 ☒ No

Section E—ESTABLISHMENT INFORMATION (Omit on the Consolidated Report)

What is the major activity of this establishment? (Be specific, i.e., manufacturing steel castings, retail grocer, wholesale plumbing supplies, title insurance, etc. Include the specific type of product or type of service provided, as well as the principal business or industrial activity.)

SIC=2740=Miscellaneous Publishing

<<< PLEASE CORRECT NARRATIVE IF INCORRECT. >>>

OFFICE USE ONLY

g.

Section F—REMARKS

Use this item to give any identification data appearing on last report which differs from that given above, explain major changes in composition or reporting units and other pertinent information.

Section G—CERTIFICATION (See Instructions G)

- Check one 1 ☐ All reports are accurate and were prepared in accordance with the instructions (check on consolidated only)
2 ☒ This report is accurate and was prepared in accordance with the instructions.

Name of Certifying Official	Title	Signature	Date
THERESA C. BRAUN	DIRECTOR, HUMAN RESOURCES		11/7/94
Name of person to contact regarding this report (Type or print)	Address (Number and Street)		
PAULA MELNICK	ONE PHYSICS ELLIPSE		
Title	City and State	ZIP Code	Telephone Number (Including Area Code)
PERSONNEL REP	COLLEGE PK, MD	20740	301-709-3032
			Extension

All reports and information obtained from individual reports will be kept confidential as required by Section 709(e) of Title VII. WILLFULLY FALSE STATEMENTS ON THIS REPORT ARE PUNISHABLE BY LAW, U.S. CODE, TITLE 18, SECTION 1001.

Section D—EMPLOYMENT DATA

Employment at this establishment—Report all permanent full-time and part-time employees including apprentices and on-the-job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures on all lines and in all columns. Blank spaces will be considered as zeros.

JOB CATEGORIES		NUMBER OF EMPLOYEES										
		OVERALL TOTALS (SUM OF COL. B THRU K) A	MALE					FEMALE				
			WHITE (NOT OF HISPANIC ORIGIN) B	BLACK (NOT OF HISPANIC ORIGIN) C	HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AMERICAN INDIAN OR ALASKAN NATIVE F	WHITE (NOT OF HISPANIC ORIGIN) G	BLACK (NOT OF HISPANIC ORIGIN) H	HISPANIC I	ASIAN OR PACIFIC ISLANDER J	AMERICAN INDIAN OR ALASKAN NATIVE K
Officials and Managers	1	27	16	1	0	0	1	8	0	0	1	0
Professionals	2	37	15	0	0	0	0	19	2	1	1	0
Technicians	3	8	1	1	0	0	0	4	1	0	1	0
Sales Workers	4	—	—	—	0	0	0	—	0	—	—	0
Office and Clerical	5	47	1	7	1	1	0	21	13	2	1	0
Craft Workers (Skilled)	6	—	—	—	0	0	0	0	0	0	—	0
Operatives (Semi-Skilled)	7	1	0	1	0	0	0	0	0	0	—	0
Laborers (Unskilled)	8	—	0	0	0	0	0	0	0	0	—	0
Service Workers	9	4	0	0	0	0	0	2	1	0	1	0
TOTAL	10	124	33	10	1	1	1	54	11	3	5	0
Total employment reported in previous EEO-1 report	11	121	33	11	1	1	0	53	15	3	2	0

NOTE: Omit questions 1 and 2 on the Consolidated Report.

1. Date(s) of payroll period used: 7/11 - 7/30 2. Does this establishment employ apprentices?
1 ☐ Yes 2 ☒ No

Section E—ESTABLISHMENT INFORMATION (Omit on the Consolidated Report)

What is the major activity of this establishment? (Be specific, i.e., manufacturing steel castings, retail grocer, wholesale plumbing supplies, title insurance, etc. Include the specific type of product or type of service provided, as well as the principal business or industrial activity.)

OFFICE
USE
ONLY

SIC=2721*Periodicals

<<< PLEASE CORRECT NARRATIVE IF INCORRECT. >>>

g.

Section F—REMARKS

Use this item to give any identification data appearing on last report which differs from that given above, explain major changes in composition or reporting units and other pertinent information.

Section G—CERTIFICATION (See Instructions G)

- Check one 1 ☐ All reports are accurate and were prepared in accordance with the instructions (check on consolidated only)
2 ☒ This report is accurate and was prepared in accordance with the instructions.

Name of Certifying Official Theresa C Brown	Title Director Human Resources	Signature Theresa C Brown	Date 7/15
Name of person to contact regarding this report (Type or print) McLinda Underwood	Address (Number and Street) One Physics Ellipse		
City and State Personnel Serv. Asst College Park, MD	ZIP Code 20740	Telephone Number (Including Area Code) (301) 207-3044	Extension —

All reports and information obtained from individual reports will be kept confidential as required by Section 709(e) of Title VII. WILLFULLY FALSE STATEMENTS ON THIS REPORT ARE PUNISHABLE BY LAW, U.S. CODE, TITLE 18, SECTION 1001.

EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment
Opportunity Com-
mission

EMPLOYER INFORMATION REPORT EEO-1

1996

Office of Federal
Contract Compli- ST #24
ance Programs (Labor)

2 OF 3
CITY=033 PRINCE GEORGE

CE=004514-4

SI=131667053-1

CE=004514-4

CC=99

SIC=2721

MSA=900006138

NO=00000

AMER INST OF PHYSICS
AMER INST OF PHYSICS
1 PHYSICS ELLIPS
COLLEGE PARK

MD 20740

RETURN COMPLETED REPORT TO:
THE JOINT REPORTING COMMITTEE
P.O. BOX 779
NORFOLK, VA 23501

PHONE: (757) 461-1213

USE THIS FORM FOR YOUR HEADQUARTERS REPORT.

Section A—TYPE OF REPORT

Refer to instructions for number and types of reports to be filed.

1. Indicate by marking in the appropriate box the type of reporting unit for which this copy of the form is submitted (MARK ONLY ONE BOX).

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Multi-establishment Employer:

(2) ☐ Consolidated Report (Required)

(3) ☒ Headquarters Unit Report (Required)

(4) ☐ Individual Establishment Report (submit one for each es-
tablishment with 50 or more employees)

(5) ☐ Special Report

2. Total number of reports being filed by this Company (Answer on Consolidated Report only)

Section B—COMPANY IDENTIFICATION (To be answered by all employers)

1. Parent Company

OFFICE
USE
ONLY

a. Name of parent company (owns or controls establishment in item 2) omit if same as label

a.

Address (Number and street)

b.

City or town

State

ZIP code

c.

2. Establishment for which this report is filed. (Omit if same as label)

a. Name of establishment

d.

Address (Number and street)

City or Town

County

State

ZIP code

e.

b. Employer Identification No. (IRS 9-DIGIT TAX NUMBER)

131667053 f.

c. Was an EEO-1 report filed for this establishment last year? ☐ Yes ☐ No

Section C—EMPLOYERS WHO ARE REQUIRED TO FILE (To be answered by all employers)

☐ Yes ☐ No 1. Does the entire company have at least 100 employees in the payroll period for which you are reporting?

☐ Yes ☐ No 2. Is your company affiliated through common ownership and/or centralized management with other entities in an enterprise with a total employment of 100 or more?

☒ Yes ☐ No 3. Does the company or any of its establishments (a) have 50 or more employees AND (b) is not exempt as provided by 41 CFR 60-1.5. AND either (1) is a prime government contractor or first-tier subcontractor, and has a contract, subcontract, or purchase order amounting to \$50,000 or more, or (2) serves as a depository of Government funds in any amount or is a financial institution which is an issuing and paying agent for U.S. Savings Bonds and Savings Notes?

If the response to question C-3 is yes, please enter your Dun and Bradstreet identification number (if you have one):

0000000000

NOTE: If the answer is yes to questions 1, 2, or 3, complete the entire form, otherwise skip to Section G.

Section D—EMPLOYMENT DATA

Employment at this establishment—Report all permanent full-time and part-time employees including apprentices and on-the-job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures on all lines and in all columns. Blank spaces will be considered as zeros.

JOB CATEGORIES		NUMBER OF EMPLOYEES										
		OVERALL TOTALS (SUM OF COL. B THRU K)	MALE					FEMALE				
			WHITE (NOT OF HISPANIC ORIGIN)	BLACK (NOT OF HISPANIC ORIGIN)	HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	WHITE (NOT OF HISPANIC ORIGIN)	BLACK (NOT OF HISPANIC ORIGIN)	HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
		A	B	C	D	E	F	G	H	I	J	K
Officials and Managers	1	29	16	0	0	0	1	10	1	0	1	0
Professionals	2	42	19	2	0	0	0	18	1	0	2	0
Technicians	3	2	0	0	0	1	0	1	0	0	0	0
Sales Workers	4	—	0	0	0	0	0	0	0	0	0	0
Office and Clerical	5	50	3	5	1	1	0	25	12	2	1	0
Craft Workers (Skilled)	6	—	0	0	0	0	0	0	0	0	0	0
Operatives (Semi-Skilled)	7	—	0	0	0	0	0	0	0	0	0	0
Laborers (Unskilled)	8	—	0	0	0	0	0	0	0	0	0	0
Service Workers	9	8	0	1	0	0	0	2	4	0	1	0
TOTAL	10	131	38	8	1	2	1	56	18	2	5	0
Total employment reported in previous EEO-1 report	11	125	33	10	1	1	1	54	17	3	5	0

NOTE: Omit questions 1 and 2 on the Consolidated Report.

1. Date(s) of payroll period used: 1/1/11 2. Does this establishment employ apprentices? 1 ☐ Yes 2 ☐ No

Section E—ESTABLISHMENT INFORMATION (Omit on the Consolidated Report)

What is the major activity of this establishment? (Be specific, i.e., manufacturing steel castings, retail grocer, wholesale plumbing supplies, title insurance, etc. Include the specific type of product or type of service provided, as well as the principal business or industrial activity.)

OFFICE USE ONLY

SIC=2721=Periodicals

<<< PLEASE CORRECT NARRATIVE IF INCORRECT. >>>

g.

Section F—REMARKS

Use this item to give any identification data appearing on last report which differs from that given above, explain major changes in composition or reporting units and other pertinent information.

Section G—CERTIFICATION (See Instructions G)

- Check one 1 ☐ All reports are accurate and were prepared in accordance with the instructions (check on consolidated only) 2 ☐ This report is accurate and was prepared in accordance with the instructions.

Name of Certifying Official	Title	Signature	Date
Name of person to contact regarding this report (Type or print)	Address (Number and Street)		
City and State	ZIP Code	Telephone Number (Including Area Code)	Extension

All reports and information obtained from individual reports will be kept confidential as required by Section 709(e) of Title VII. WILLFULLY FALSE STATEMENTS ON THIS REPORT ARE PUNISHABLE BY LAW, U.S. CODE, TITLE 18, SECTION 1001.

1995

Job Group Analysis

JOB GROUP ANALYSIS MARYLAND 1995

Division		Position	Salary	FL	Job Grade	Job Group	SEX		RACE		MALE			FEMALE			TOTAL
				SA			Male	Female	White	Minority	B	A	H	A	H	AI/AN	Minority
Senior Managers																	
Exec Dir Off	Exec Dir/CEO	E	\$190,000			101	1		1								0
Treas Off	Treas/CFO/Adm Ofcr	E	\$145,700			101	1		1								0
Phys Prog Br	Dir of Phys Prog	E	\$126,800			101	1		1								0
Human Resources	Dir, Human Resources	E	\$107,000			101		1	1								0
Phys History	Manager	E	\$98,000		11	101	1		1								0
Phys Today	Publisher	E	\$96,000		12	101	1		1								0
Accounting	Controller	E	\$90,300		11	101	1		1								0
Comp In Phy	Editor	E	\$87,400		11	101	1		1								0
ACP-Techn Supt	Dir, Comm & Info Svcs	E	\$86,100		10	101	1		1								0
Educ/Emp'l Stats	Manager	E	\$73,000		10	101	1		1								0
Career Plng/Prcmnt	Manager	E	\$69,700		9	101	1		1								0
Public Info	Manager	E	\$67,500		9	101		1	1								0
Phys Today	Editor	E	\$65,000		10	101	1		1								0
Sec's Off	Corp Secty (40% FTE)	E	\$49,000			101	1		1								0
							12	2	14	0	0	0	0	0	0	0	0

JOB GROUP ANALYSIS MARYLAND 1995

Division	Position	Salary	FL SA	Job Grade	Job Group	SEX		RACE		MALE			FEMALE			TOTAL Minority
						Male	Female	White	Minority	B	A	H	A/I/AN	B	A	
Other Managers																
Phys Today	Editorial Director	\$87,000	E	9	102		1	1								0
Exec Dir Off	Asst to Dir, Soc Reins	\$85,000	E	7	102		1	1								0
Phys History	Assoc Mgr	\$78,800	E	9	102		1	1								0
Treas Off	Asst Treasurer	\$74,800	E	9	102		1	1								0
Phys Today	Managing Ed	\$74,200	E	9	102	1		1								0
Educ/Empl Stats	Asst Mgr	\$69,900	E	8	102	1		1								0
Accounting	Asst Controller	\$65,400	E	9	102		1	1								0
ACP-Techm Supt	Mgr, Info Svcs	\$60,700	E	9	102	1		1								0
Phys History	Head, NB Library	\$53,000	E	7	102	1		1								0
Fac Svcs	Spvr, Off Svcs	\$35,900	E	4	102		1	1								0
Fac Svcs	Mallroom Coord	\$27,800	NE	9	102	1			1	1						1
						5	6	10	1	1	0	0	0	0	0	1

JOB GROUP ANALYSIS MARYLAND 1995

Division		Position	Salary	FL	Job	Job	SEX		RACE		MALE			FEMALE			TOTAL		
				SA	Grade	Group	Male	Female	White	Minority	B	A	H	A/I/AN	B	A	H	A/I/AN	Minority
Sr Professionals																			
Phys Today		Sr Editor	\$74,600	E	9	201	1		1										0
Phys Today		Assoc Ed	\$65,000	E	7	201	1		1										0
Phys Today		Sr Assoc Ed	\$62,900	E	8	201	1		1										0
Phys Today		Art & Prod Mgr	\$62,400	E	7	201	1		1										0
Public Info		Sr Science Writer	\$58,000	E	6	201	1		1										0
Public Info		Sr Liab Govt&Inst Relns	\$57,550	E	7	201	1		1										0
Phys Today		Sr Assoc Ed	\$56,900	E	8	201	1		1										0
Human Resources		Compensation Mgr	\$56,300	E	7	201		1	1										0
Accounting		Asst Mgr	\$54,450	E	6	201		1		1						1			1
Phys Today		Articles Ed	\$54,400	E	7	201	1		1										0
ACP-Tech Supt		WAN Administrator	\$53,000	E	7	201	1			1									1
Educ/Emp Stats		Tech Research Assoc	\$44,000	E	5	201	1		1										0
Exec Dir Off		Physics Mgmt Fellow	\$43,500	E	7	201	1		1										0
Phys Today		Assoc Ed I	\$42,000	E	5	201	1		1										0
Bus Systems/Opns		System Admin	\$42,000	E	7	201		1		1						1			1
Accounting		Staff Acctnt II	\$42,000	E	5	201		1	1										0
Accounting		Staff Acctnt II	\$39,500	E	5	201		1	1										0
Phys History		Assoc Archivist	\$39,500	E	5	201		1	1										0
Phys Today		Assoc Ed I	\$38,000	E	5	201	1		1										0
Accounting		Systems Acctnt	\$37,100	E	5	201	1		1										0
Phys Today		Assoc Ed I	\$36,300	E	5	201		1		1						1			1
						14	7		17	4	1	0	0	0	0	3	0	0	4

JOB GROUP ANALYSIS MARYLAND 1995

Division		Position	Salary	FL		Job Grade	Job Group	SEX		RACE		MALE			FEMALE			TOTAL
				SA	EA			Male	Female	White	Minority	B	A	H	A/I/A/N	B	A	
Other Professionals																		
Accounting		Payroll Spvr	\$46,400	E	4		202		1		1							0
Education		SPS Spvr	\$39,700	E	4		202		1		1					1		1
Educ/Emp/Stats		Research Assoc	\$38,500	E	4		202		1		1							0
Public Info		Liaisons Govt&Inst Relns	\$38,400	E	5		202		1		1							0
Phys History		Asst Librarian	\$37,100	E	4		202		1		1							0
Comp In Phys		Art & Prod Ed	\$36,400	E	4		202		1		1							0
Educ/Emp/Stats		Research Assoc	\$36,000	E	4		202		1		1							0
Phys History		Asst Archivist	\$34,700	E	4		202		1		1							0
Phys History		Proj Historian	\$33,850	E	4		202	1			1							0
Public Info		Broadcast Producer	\$33,000	E	4		202		1		1							0
Phys History		Proj Archivist	\$32,000	E	4		202	1			1							0
Accounting		Staff Accountant	\$31,800	NE	11		202	1			1							1
Public Info		Science Writer	\$31,400	E	4		202	1			1							0
Public Info		Broadcast Producer	\$30,200	E	4		202		1		1							0
Accounting		A/P Accountant	\$29,000	NE	9		202		1		1							0
Child Care Center		Day Care Director	\$28,500	E	3		202		1		1				1			1
								4	12	13	3	1	0	0	1	0	1	3

JOB GROUP ANALYSIS MARYLAND 1995

Division	Position	Salary	FL SA	Job Grade	Job Group	SEX		RACE		MALE			FEMALE			TOTAL Minority		
						Male	Female	White	Minority	B	A	H	A/AN	B	A		H	A/AN
Technicians																		
ACP-Techn Supt	Comm/US Tech	\$32,950	NE	10	301		1	1								0		
ACP-Techn Supt	Sr Staff Asst/User Sup	\$30,500	NE	9	301	1			1	1						1		
						1	1	1	1	1	0	0	0	0	0	1		

JOB GROUP ANALYSIS MARYLAND 1995

Division		Position	Salary	FL	Job Grade	Job Group	SEX		RACE		MALE			FEMALE			TOTAL
				SA			Male	Female	White	Minority	B	A	H	A	H	Minority	
Sr Clerical																	
Treas Off		Asst to the Treas	\$51,300	E	5	501		1	1							0	
Exec Dir Off		Exec Sec to Dir	\$49,500	E	5	501		1		1				1		1	
Sec's Off		Asst to Corp Secretary	\$43,800	E	5	501		1	1							0	
Human Resources		Pers Rep	\$35,700	NE	10	501		1	1							0	
Phys Today		Asst to Editor	\$34,000	E	3	501		1	1							0	
Phys Prog Br		Asst to Director	\$34,000	E	4	501		1	1							0	
Career Plng/Plcmnt		Coord, Car Plng/Plcmnt	\$33,000	NE	10	501		1	1							0	
Education		Commncnts Asst	\$32,300	NE	9	501		1		1				1		1	
Educ/Empl Stats		Tech Research Asst	\$32,000	NE	10	501		1	1							0	
Educ/Empl Stats		Sr Research Asst	\$30,000	NE	10	501		1	1							0	
Education		Educ Div Liaison	\$30,000	E	3	501		1	1							0	
Human Resources		Admin Asst	\$30,000	NE	9	501		1	1							0	
Treas Off		Accountant	\$29,400	NE	10	501		1	1					1		0	
Phys History		Admin Asst	\$29,250	NE	9	501		1		1						1	
Public Info		Admin Asst	\$28,350	NE	9	501		1	1							0	
Educ/Empl Stats		Admin Asst	\$28,100	NE	9	501		1		1					1	1	
Phys Today		Sr Edit Asst	\$28,050	NE	9	501		1	1							0	
Educ/Empl Stats		Tech Research Asst	\$28,000	NE	10	501		1		1						1	
Accounting		A/P Group Ldr	\$27,400	NE	8	501		1	1				1			1	
Fac Svcs		Asst Mlroom Coord	\$27,000	NE	8	501		1	1							1	
Comp In Phy		Edit Asst	\$26,500	NE	8	501		1	1							0	
Phys Today		Sr Edit Asst	\$26,200	NE	9	501		1	1							1	
Educ/Empl Stats		Sr Research Asst	\$26,100	NE	10	501		1	1				1			1	
Comp In Phy		Edit Asst	\$25,000	NE	8	501		1	1							1	
Phys History		Library Asst	\$23,900	NE	7	501		1	1							0	
							6	19	15	10	4	1	1	0	3	0	10

JOB GROUP ANALYSIS MARYLAND 1995

Division	Position	Salary	FL	Job	Job	SEX		RACE		MALE			FEMALE			TOTAL
			SA	Grade	Group	Male	Female	White	Minority	B	A	H	A/I/N	A/I/N		
Other Clerical																
Accounting	Sr Acct Pay Ck	\$28,400	NE	7	502		1		1				1			1
Devt Office	Sr Secty	\$27,800	NE	8	502		1		1				1			1
Accounting	Sr Acct Pay Ck	\$25,700	NE	7	502	1			1							1
Educ/Empl Stats	Research Asst	\$25,150	NE	9	502		1		1							0
Accounting	Payroll Asst	\$24,960	NE	7	502		1		1				1			1
Education	Secretary	\$24,550	NE	7	502		1		1				1			1
Educ/Empl Stats	Research Asst	\$24,500	NE	9	502		1		1				1			1
Career Plng/Plcmnt	Secty/Data Entry	\$24,200	NE	7	502		1		1				1			1
Phys Today	Sr Clerk Typist	\$24,200	NE	6	502		1		1							0
Exec Dir Off	Jr Secty	\$24,150	NE	6	502	1			1							1
Education	Educ Svcs Coord	\$23,550	NE	8	502	1			1							0
Education	Data Entry Asst	\$23,400	NE	6	502		1		1							1
Human Resources	Personnel Svcs Asst	\$23,000	NE	7	502		1		1				1			1
Career Plng/Plcmnt	Prod Asst	\$22,900	NE	6	502		1		1				1			1
Fac Svcs	Ck Typist	\$20,000	NE	4	502	1			1							1
Educ/Empl Stats	Survey Asst	\$20,000	NE	7	502		1		1							0
Accounting	A/Pay Ck/Data Entry	\$19,950	NE	5	502		1		1							0
Accounting	Accts Pay Ck	\$19,850	NE	4	502		1		1				1			1
Fac Svcs	Ck Typist	\$19,000	NE	4	502		1		1							0
Career Plng/Plcmnt	Jr Secty	\$19,000	NE	6	502		1		1							0
Fac Svcs	Receptionlist	\$19,000	NE	4	502		1		1				1			1
Fac Svcs	Off Svcs Asst	\$18,000	NE	4	502	1			1							0
						5	17	8	14	3	0	0	0	1	1	14

JOB GROUP ANALYSIS MARYLAND 1995

Division	Position	Salary	FL SA	Job Grade	Job Group	SEX		RACE		MALE			FEMALE			TOTAL		
						Male	Female	White	Minority	B	A	H	AI/AN	B	A	H	AI/AN	Minority
Service Workers																		
Child Care Center	Sr Staff	\$17,400	NE	5	901		1		1				1				1	
	Food Svc Asst	\$15,000	NE	2	901		1		1				1				1	
Child Care Center	Staff Assistant	\$14,500	NE	2	901		1	1									0	
						0	3	1	2	0	0	0	2	0	0	0	2	

Utilization Analysis
and Goals

AIP - MARYLAND 1/1/95
UTILIZATION ANALYSIS - WORKFORCE TOTALS INPUT

JOB GROUP	TOT EMP	FEM	TOT MIN	BLK	HISP	AM IND	ASI
Senior Managers (101)	14	2	0	0	0	0	0
Other Managers (102)	11	6	1	1	0	0	0
Senior Professionals (201)	21	7	4	1	0	0	3
Other Professionals/Techs (202/301)	18	13	4	3	1	0	0
Senior Clericals (501)	25	19	10	7	2	0	1
Other Clericals (502)	22	17	14	12	1	0	1
Service Workers (901)	3	3	2	2	0	0	0

**AIP - MARYLAND
1995 GOALS**

JOB GROUP	FEMALE	MINORITY
Senior Managers (101)	29.15%	8.28%
Senior Professionals (201)	59.50%	N/A

Utilization Analysis
Workforce v. Availability Percentages

AIP - MARYLAND-01/01/95

Job Group Name	Code	Wkf Total	Female	Total	Black	Hispanic	Am Ind	Asian
			Wkf % Avl %	Minority Wkf % Avl %	Wkf % Avl %	Wkf % Avl %	Wkf % Avl %	Wkf % Avl %
SENIOR MANAGERS	101	14	14.28 29.15	0.00 8.28	0.00 3.14	0.00 2.99	0.00 0.24	0.00 1.87
OTHER MANAGERS	102	11	54.54 40.06	9.09 16.80	9.09 6.87	0.00 2.23	0.00 0.07	0.00 7.59
SENIOR PROFESSIONALS	201	21	33.33 59.50	19.04 19.55	4.76 13.71	0.00 3.85	0.00 0.18	14.28 1.76
OTHER PROFS\TECHS (202\301)	202	18	72.22 52.01	22.22 27.70	16.66 19.14	5.55 3.10	0.00 0.19	0.00 5.21
SENIOR CLERICALS	501	25	76.00 79.91	40.00 38.88	28.00 28.18	8.00 6.75	0.00 0.11	4.00 3.82
OTHER CLERICALS	502	22	77.27 91.57	63.63 38.45	54.54 30.56	4.54 3.89	0.00 0.36	4.54 3.59
SERVICE WORKERS	901	3	100.00 77.99	66.66 52.38	66.66 32.11	0.00 15.21	0.00 0.18	0.00 4.87

Utilization Analysis
80% Rule

AIP - MARYLAND-01/01/95

Job Group Name	Code	Female	Total Minority
-----	----	-----	-----
SENIOR MANAGERS	101	Y	Y
OTHER MANAGERS	102		
SENIOR PROFESSIONALS	201	Y	
OTHER PROFS\TECHS (202\301)	202		
SENIOR CLERICALS	501		
OTHER CLERICALS	502		
SERVICE WORKERS	901		

Note: Whole Person Rule is in effect

Y - Underutilization exists

Utilization Analysis
80% Rule (Detail)

AIP - MARYLAND-01/01/95

Job Group Name	Code	Female	Total Minority
-----	----	-----	-----
SENIOR MANAGERS	101	48.99	0.00
OTHER MANAGERS	102	136.13	54.09
SENIOR PROFESSIONALS	201	56.01	97.38
OTHER PROFS\TECHS (202\301)	202	138.84	80.21
SENIOR CLERICALS	501	95.10	102.87
OTHER CLERICALS	502	84.37	165.48
SERVICE WORKERS	901	128.20	127.25

Note: Whole Person Rule is in effect

The numbers shown are the ratios of workforce percentage to availability percentage.

Personnel Activity
Data

AIP - MARYLAND
January 1, 1995 - December 31, 1995
APPLICANT FLOW:

JOB GROUP	MINORITY	NON-MIN	FEMALE	MALE
101	0 ¹	0	0	0
102	0	0	0	0
201	0	0	0	0
202	15 ²	20	18	17
301	5 ³	3	2	6
501	5 ⁴	10	11	4
502	14 ⁵	28	27	15
901	5 ⁶	2	7	0

¹ 101 - 1AIM applied in 1994 but was hired in 1995.

² 202 - 5BM, 1HM, 3AM, 4BF, 2AF

³ 301 - 3BM; 1AM; 1BF

⁴ 501 - 5BF

⁵ 502 - 4BM, 2AM, 5BF, 3AF

⁶ 901 - 4BF; 1AF

AIP - MARYLAND
January 1, 1995 - December, 31 1995
HIRES

JOB GROUP	MINORITY	NON-MIN	FEMALE	MALE
101	1 ¹	0	0	1
102	0	0	0	0
201	0	0	0	0
202	1 ²	7	4	4
301	1 ³	0	0	1
501	0	0	0	0
502	5 ⁴	13	15	3
901	3 ⁵	1	4	0

¹ 101 - 1AIM

² 202 - 1BF

³ 301 - 1AM

⁴ 502 - 4BF, 1BM

⁵ 901 - 2BF, 1AF

AIP - MARYLAND
January 1, 1995 - December, 31 1995
TRANSFERS TO:

JOB GROUP	MINORITY	NON-MIN	FEMALE	MALE
101	0	0	0	0
102	0	0	0	0
201	0	0	0	0
202	0	0	0	0
301	0	0	0	0
501	0	0	0	0
502	0	0	0	0
901	0	1	1	0

AIP - MARYLAND
January 1, 1995 - December, 31 1995
TRANSFERS FROM:

JOB GROUP	MINORITY	NON-MIN	FEMALE	MALE
101	0	0	0	0
102	0	0	0	0
201	0	0	0	0
202	0	0	0	0
301	0	0	0	0
501	0	0	0	0
502	0	1	1	0
901	0	0	0	0

AIP - MARYLAND
January 1, 1995 - December 31, 1995
PROMOTIONS FROM:

JOB GROUP	MINORITY	NON-MIN	FEMALE	MALE
101	0	0	0	0
102	0	1	0	1
201	0	1	0	1
202	0	1	1	0
301	0	0	0	0
501	2 ¹	3	5	0
502	3 ²	5	7	1
901	0	1	1	0

¹ 501 - 1BF, 1AF

² 502 - 3BF

AIP - MARYLAND
January 1, 1995 - December 31, 1995
PROMOTIONS TO:

JOB GROUP	MINORITY	NON-MIN	FEMALE	MALE
101	0	0	0	0
102	0	0	0	0
201	0	1	1	0
202	0	0	0	0
301	0	0	0	0
501	3 ¹	2	4	1
502	0	0	0	0
901	0	0	0	0

AIP - MARYLAND
January 1, 1995 - December 31, 1995
TERMINATIONS:

JOB GROUP	MINORITY	NON-MIN	FEMALE	MALE
101	0	0	0	0
102	0	0	0	0
201	0	1	0	1
202	0	1	1	0
301	1 ¹	0	0	1
501	3 ²	2	4	1
502	4 ³	7	8	3
901	4 ⁴	2	6	0

¹ 301 - 1BM

² 501 - 2BF, 1BM

³ 502 - 2BF, 2BM

⁴ 901 - 1AF, 2BF